Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Date Printed: 2024/05/01

Coordinator, Learning Skills Support

Job ID	**A6-2A-83-AD-F9-8B**
Web Address	https://careers.indigenous.link/viewjob?jobname=A6-2A-83-AD-F9-8B
Company	OCAD University
Location	Toronto, Ontario
Date Posted	From: 2023-05-26 To: 2023-06-25
Job	Type: Part-time Category: Education
Job Start Date	August 2023
Job Salary	Hiring Range - $29.76 To $34.05 Per Hour, Salary Range - $29.76 To $39.12 Per Hour
Languages	English

Description

Reporting to the Manager, Indigenous Student Centre, the Coordinator, Learning Skills Support is responsible for the development and delivery of academic learning support programs aimed at enriching the academic success, and retention of Indigenous students at OCAD University (OCAD U). The Coordinator works closely with the Writing & Learning Centre (WLC) delivering writing and learning services and programs, and liaises with Student Accessibility Services (SAS) connecting students with academic accommodations as needed. In collaboration with the WLC and SAS, the Coordinator, Learning Skills Support assists students with writing, research strategies, exam preparation, time management, and provides on campus referrals as needed.

SUMMARY OF RESPONSIBILITIES:

- In consultation with the Manager, Indigenous Student Centre (ISC), and working in collaboration with the Program Supervisor, Writing & Learning Centre, and Student Accessibility Services, develop and deliver writing, academic and studio learning support programs and services for Indigenous learners in a range of presentation formats, in-person and online
- Deliver individual and group writing and academic skills consultations for undergraduate and graduate Indigenous students
- Produce and deliver writing, academic and studio learning skills workshops for Indigenous students; coordinate guest facilitators as needed
- Contribute to the Indigenous Student Centre's online promotional and outreach initiatives related to writing, academic and studio learning programs and services supporting Indigenous students
- Create and maintain appropriate student engagement tracking tools and develop interventions for students in academic difficulty
- Compile and maintain related, academic and studio learning resources in print and on-line formats as required
- Work closely with Student Accessibility Services to support Indigenous students in accessing disability related academic accommodations
- Attend weekly Indigenous Student Centre team meetings and relevant Writing & Learning Centre and Student Accessibility Services meetings
- Maintain currency in advances and trends in writing, studio learning and academic support service provision in post-secondary education with an emphasis on art and design education
- Liaise with departments across the University, including the Indigenous Visual Culture Program and the Special Advisor to the Provost, Indigenous Knowledge, Practices and Production, to maintain knowledge of OCAD U curriculum, writing, studio learning and academic support needs of Indigenous learners
- Assist the Manager, Indigenous Student Centre in other related duties that contribute to the successful operation of the ISC

Experience

Minimum of two (2) years of experience working in a university writing centre or similar student support unit delivering programs to enhance student learning
Experience working with Indigenous students and/or community
Experience working with Indigenous students in higher education with strong understanding of Indigenous student academic support needs
Experience working with diverse student writers and learners

Education Requirements

Degree in Education, Humanities, Social Sciences, Fine Art, Design or a related field

Essential Skills

Academic and professional writing skills with knowledge of different writing genres and disciplines
Excellent group facilitation and instructional skills
Well-developed computer skills

Work Environment

In office/on campus

Additional Skills

Excellent communication, interpersonal and leaderships skills, and a demonstrated ability to exercise tact, sound judgement and commitment to confidentiality
Excellent project management skills, demonstrated attention to detail, and the ability to prioritize tasks and meet deadlines

How to Apply

Click "Apply Now"