

## Job Posting: 34633 - Position: ALC Content/Study Skills Tutor

**App Deadline** 04/10/2019 09:00 AM  
**Application Method:** Employer Email  
**Posting Goes Live:** 03/12/2019 01:37 PM  
**Job Posting Status:** Approved

### Company Info

**Organization** University of Manitoba  
**Division / Department** Academic Learning Centre  
**Salutation** Dr.  
**Job Contact First Name** Monique  
**Job Contact Last Name** Dumontet  
**Contact Title** Director  
**Phone** 204-480-1481  
**Website** [umanitoba.ca/student/academiclearning](http://umanitoba.ca/student/academiclearning)  
**Email** [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca)  
**Address Line One** 201 Tier Building  
**Address Line Two** University of Manitoba  
**City** Winnipeg  
**Province / State** Manitoba  
**Postal Code / Zip Code** R3T 2N2  
**Country** Canada

### Job Posting Information

**Position Type** Part-time Employment  
**Job Title** ALC Content/Study Skills Tutor  
**Job Location** Academic Learning Centre  
**Job Description**

The Academic Learning Centre (ALC) provides supports to UM students (graduate and undergraduate, full and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring, Supplemental Instruction, workshops, and online resources.

#### JOB DESCRIPTION

- Work one-to-one with students on course content
- Model effective problem solving strategies
- Provide support and encouragement as students develop their understanding of content, concepts, and/or processes, rather than direct answers to graded assignments (reports, projects, quizzes, etc.)
- Work one-to-one with students, providing support and encouragement as they develop and improve their academic skills (such as time management, note-taking, study strategies, and exam preparation)
- Promote student independence by guiding students as they refine their academic skills and by helping students learn *how to learn*
- Provide, recommend, and/or model effective use of resources as appropriate
- Engage in 16 hours of initial training; participate in additional training in both the Fall and Winter terms; complete individual tutor development activities as assigned

- Register students, book appointments, and complete reports
- Participate in other ALC initiatives, such as presenting workshops, developing tip sheets, and facilitating Exam Jams (depending on interests, experience, and skills)
- Other duties as assigned

### Job Requirements

- Enrolled as a current student at the University of Manitoba, and returning to the UM as a student in September 2019
- Completed a minimum of 30 credit hours of undergraduate coursework required (48 hours preferred)
- In good academic standing and with a minimum GPA of 3.0
- A minimum GPA of 3.5 in the courses to be tutored
- Students who can tutor in more than one discipline and/or a variety of courses preferred
- Student who can tutor in the following courses are strongly encouraged to apply: ANTH 1210, 1220, BIO 1000, 1010, 1020, 1030, 1410, 1412, CHEM 1300, 1310, ECON 1010, 1020, ENG 1440, 1450, MATH 1010, 1200, 1300, 1500, 1700, MBIO 1010, 1220, PSYC 1200, SOC 1200, STAT 1000, PHYS 1020, and/or 1050
- Must have the interpersonal and communication skills necessary to support students (patience, ability to provide clear explanations, understanding of resources, demonstrated ability to work effectively with others)
- Demonstrated ability to work with students of diverse educational, age, racial, ethnic, and cultural backgrounds is required
- Familiarity with the University of Manitoba, University of Manitoba student supports and resources, the Academic Learning Centre, and/or *Migizii Agamik* and the Indigenous Student Centre is considered an asset
- Previous experience tutoring, teaching, coaching, or in other leadership roles considered an asset
- Experience, knowledge and/or understanding of Indigenous cultures and histories considered an asset
- Indigenous students are strongly encouraged to apply
- Both undergraduate and graduate students are encouraged to apply

<b>Salary</b>	\$17/hour
<b>Hours Per Week</b>	5-10hrs
<b>Location Type</b>	On-Campus

### Application Information

<b>Application Procedure</b>	Employer Email
<b>If by Email, send to</b>	academic_learning@umanitoba.ca

### Additional Application Information

#### APPLICATION PROCESS

- Applicants for the positions at *Migizii Agamik* are required to submit a résumé, transcript (unofficial), and a cover letter.
- Applicants are asked to list courses in which they are able to tutor (minimum 3.5 GPA) in their cover letter.
- Applicants are also asked to indicate in their cover letter any past experience which might demonstrate competency as a Content/Study Skills Tutor at *Migizii Agamik* and explain why they are interested in the position.
- All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.
- Applicants are asked to email (academic\_learning@umanitoba.ca) with all required application materials in **one .PDF** document by **9:00am, Wednesday, April 10, 2019**.
- Applicants are requested to apply through their University of Manitoba email account.

#### Additional note:

The Academic Learning Centre is also hiring Writing Tutors (Job # 34632) and Supplemental Instruction Leaders (Job # 34634) for Fall 2019 and Winter 2020. Applicants are encouraged to apply for multiple ALC positions.