

Job Posting: 34634 - Position: ALC Supplemental Instruction Leader

App Deadline	04/10/2019 09:00 AM
Application Method:	Employer Email
Posting Goes Live:	03/12/2019 01:41 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
Email	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 Supplemental Instruction Leader
Job Location	Fort Garry Campus
Job Description	

The Supplemental Instruction program involves regularly scheduled peer-facilitated study sessions for specific courses that provide students with opportunities to compare notes, discuss course materials, and prepare for exams. Supplemental Instruction sessions are led by qualified students who have previously taken the targeted course and who re-attend all lectures throughout the term. Supplemental Instruction leaders focus on facilitating collaborative learning techniques while modeling course specific study strategies. Their job is to plan and facilitate group study sessions that focus on the most difficult content, while introducing successful study strategies and modeling appropriate student behaviors to their peers. We are currently looking for SI leaders to work for the 2019-2020 academic year in the following courses: CHEMISTRY 1300, CHEMISTRY 1310, CHEMISTRY 2210, CHEMISTRY 2220, STAT 1000, COMPUTER SCIENCE 1012, and ENGINEERING 1460.

QUALIFICATONS

- Engage in 16 hours of training (August 28, August 29, and September 21)
- Attend the designated course on a regular basis, take notes, and read assigned materials
- Organize and plan regularly scheduled Supplemental Instruction sessions that include group activities, study skills development, and active review of course content
- Facilitate up to three 60?minute regularly scheduled group study sessions per week

- Ascertain course requirements and maintain contact throughout the term with the course professor
- Meet regularly with the Supplemental Instruction Coordinator for ongoing training
- Attend monthly meetings
- Make regular announcements about the availability of SI to other students and develop creative ways of marketing the SI program
- Collect attendance data for every SI session and submit attendance and planning forms to the SI Coordinator every week

Job Requirements

- Enrolled as a current student at the University of Manitoba, and returning to the UM as a student in September 2019
- Minimum of 24 credit hours of undergraduate coursework required
- Minimum GPA of 3.0
- Mark of 3.5 or above in the Supplemental Instruction related course
- Strong interpersonal and communication skills (patience, ability to work collaboratively, good listening skills).
- Strong organizational and planning skills
- Demonstrated ability to work with students of diverse educational, age, racial, ethnic, and cultural backgrounds.
- Familiarity with the Academic Learning Centre and University of Manitoba student supports/resources
- Previous experience with tutoring, teaching, coaching, or in other leadership roles
- Experience, knowledge and/or understanding of Indigenous cultures and histories is considered an asset
- Indigenous students are strongly encouraged to apply
- Both undergraduate and graduate students are encouraged to apply

Salary \$17.00 per hour

Hours Per Week 5-10hrs

Location Type On-Campus

Application Information

Application Procedure Employer Email

If by Email, send to academic_learning@umanitoba.ca

Additional Application Information

APPLICATION PROCESS

- Applicants for the Supplemental Instruction position are required to submit a résumé, a transcript (unofficial), and a cover letter.
- 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 Content/Study Skills Tutors (Job # 34633) for Fall 2019 and Winter 2020. Applicants are encouraged to apply for multiple ALC positions.