



University
of Manitoba

Academic Learning Centre

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Job Description

Writing Tutor Level 1 - ARTS VARIOUS (CUPE TA)
Course Name: ARTS Various (3 Credits)

Appointment Date: December 4, 2023 to April 26, 2024

Work schedule: 0 - 20.00 hours per week
Hourly Rate: \$19.90 plus 6% vacation pay

For more information, please contact:
ALC Office Assistant
201 Tier
204-480-1481 or academic_learning@umanitoba.ca

As we respond to COVID-19 the health and safety of our community remains our priority. If required this course may be shifted to remote work. If this occurs you will be notified as soon as possible.

Responsibilities

The Academic Learning Centre (ALC) provides supports that are available to all UM students as they develop academic strengths and skills in writing, researching, and learning. The ALC's Writing Tutors provide feedback on students' academic writing with a focus on helping them develop their academic writing skills (crafting a thesis statement, developing and supporting an argument, using sources effectively and correctly).

Please note that the successful applicant must be willing and able to work remotely and/or in person as required. The successful applicant must follow all University of Manitoba Health and Safety Protocols. For more information, please visit the University of Manitoba COVID website <https://umanitoba.ca/coronavirus>.

- Work one-to-one with students at any stage of the writing process on a variety of writing-related issues such as focus, thesis statement, organization, coherence, clarity, referencing, and grammar
- Guide students as they develop their revising and editing skills
- Provide, recommend, and model effective use of resources related to academic writing
- Provide encouragement and build student confidence and agency in the writing process

- Participate in ongoing writing program initiatives in specific courses
- Register students, make appointments, and complete reports in the ALC's online appointment system
- Prepare instructional/resource materials, such as tip sheets, PowerPoints, and exercises, and present to students in a variety of settings including tutorials, classrooms, group sessions, and online
- Participate in other ALC initiatives (depending on interests, experience, and skills)
- Such other related duties as may be assigned, e.g., participate in meetings with course instructors, attend lectures, etc.

If you are an international student, you must have a valid study permit which states that you are allowed to work on campus and you must be enrolled as a full-time University of Manitoba student for the duration of any appointment.

Applications may be considered after the posting closing date.

Qualifications

- A current University of Manitoba student in good academic standing
- Minimum 3.0 GPA
- Strong background in essay writing
- Completion of at least 45 credit hours at the undergraduate level
- Demonstrated interpersonal and communication skills to support students with differing levels of experience, ability, and confidence with academic writing (patience, ability to provide clear explanations, demonstrated ability to work effectively with others)
- An empathetic approach to the instructional needs and concerns of students
- Demonstrated ability to work effectively with students of diverse educational, age, racial, ethnic, and cultural backgrounds
- Completion of academic studies and experience which have resulted in an expertise specifically appropriate to supporting students in their academic skills in various disciplines.
- Experience, knowledge and/or understanding of Indigenous cultures and histories considered an asset
- Available on Saturdays and/or evenings for training meetings (schedule TBD)
- Indigenous students are strongly encouraged to apply
- Both undergraduate and graduate students are encouraged to apply

PAST ACADEMIC PERFORMANCE MAY BE A SIGNIFICANT FACTOR IN SELECTION DECISIONS.

In ONE document, please attach

- a cover letter
- your resumé
- a copy of your most recent unofficial transcript
- a sample of your academic writing that includes citations and references

Additional Information

Newly hired writing tutors will start December 4, 2023 for initial training.

Any tutors who worked in Fall 2023 will have a start date of January 8, 2024.

ALC Writing Tutors are required to:

- Engage in 10-16 hours of initial training.
- Participate in additional training meetings over the term.
- Complete individual tutor development activities as assigned.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

All members of the University of Manitoba community are required to follow the University of Manitoba Health and Safety Protocols. For more information, please visit the University of Manitoba COVID website <https://umanitoba.ca/coronavirus>.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.