



University  
of Manitoba

| Academic Learning Centre

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umanitoba.ca/student/academiclearning

### **Job Description**

Writing Tutor Level 2 - ARTS VARIOUS (CUPE TA)  
Course Name: ARTS Various (3 Credits)

Appointment Date: August 19, 2024, to December 20, 2024

Work schedule: 0 - 20.00 hours per week  
Hourly Rate: \$21.88 plus 6% vacation pay

For more information, please contact:  
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 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
- Facilitate drop-in sessions and group tutoring appointments.
- 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, book 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
- Undergraduate degree or equivalent, which has resulted in an expertise specifically appropriate to supporting students (including graduate students) in the development of their academic writing skills
- 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
- 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 considered an asset
- Indigenous students are strongly encouraged to apply
- Available on Saturdays and/or evenings for training meetings (schedule TBD)

**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**

**\*\*Applicants must be available for in-person tutoring at the Bannatyne Campus\*\***

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](mailto: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.