



**University
of Manitoba**

| Academic Learning Centre

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ALC CUPE Job Description Content and Study Skills Tutor Summer 2024

Job Description

Content/Study Skills Tutor - SCIENCE VARIOUS (CUPE TA)

Course Name: SCIENCE VARIOUS (3 Credits)

Appointment Date: April 29, 2024 to August 23, 2024

Work schedule: 0 – 5 hours per week (Total expected hours will vary)

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

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 Content/Study Skills Tutor program supports undergraduate students with one-to-one tutoring for specific courses (including CHEM, ECON, MATH, MBIO, STATS) and for study skills (time management, course-specific learning skills and strategies, preparing for tests/exams).

Please note that the successful applicant must be willing and able to work in person or remotely as required. The successful applicants 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 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

- Assist and encourage students to use available resources and to develop effective study techniques
- Engage in 12-16 hours of initial training; participate in additional training throughout the term, including individual tutor development activities as assigned
- Register students, make appointments, and complete reports in the ALC's online appointment system
- Prepare instructional/resource materials, such as handouts, PowerPoints, and exercises, and present to students in a variety of settings including tutorials, classrooms, group sessions, and online
- Participate in other ALC initiatives, such as presenting workshops, developing tip sheets, and facilitating study groups (depending on interests, experience, and skills)
- Other related duties as assigned

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
- Completion of at least 24 credit hours at the undergraduate level
- Minimum 3.0 GPA
- Successful completion, with a grade of B+ or better, of specific courses to be tutored
- Completion of academic studies and experience which have resulted in an expertise appropriate to supporting student learning in the specific courses to be tutored
- Demonstrated interpersonal and communication skills to support students with differing levels of experience, ability, and confidence (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
- Both undergraduate and graduate students are encouraged to apply

In addition to a cover letter and résumé, please attach a copy of your latest student transcript. **PAST ACADEMIC PERFORMANCE MAY BE A SIGNIFICANT FACTOR IN SELECTION DECISIONS.**

All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.

Additional Information

Preference will be given to applicants who are available to tutor at least **2 courses** from the Preferred Courses list and at least **1 course** from the Other Courses list below.

Preferred Courses:

BIOL 1000, 1010, 1020, 1030
CHEM 1100, 1110
MATH 1010, 1500, 1520
PHYS 1020, 1030
STAT 1000, 2000

Other Courses:

BIOL 1410, 1412
CHEM 1300, 1310
COMP 1010, 1012, 1020
MATH 1020, 1200, 1210, 1300, 1700, 1710
MBIO 2020
PHYS 1020, 1030, 1050, 1070, 2210
PSYC 2260
STAT 2400, 3000
SOC 2290

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" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.