



**University
of Manitoba**

Academic Learning Centre

201 Tier Building
Winnipeg, Manitoba, Canada
R3T 2N2
Tel: 204-480-1481
Fax: 204-474-7659
academic_learning@umanitoba.ca
umanitoba.ca/student/academiclearning

Job Description

Supplemental Instruction Leader - SCI VARIOUS (CUPE TA)

Course Name: CHEM 1100, CHEM 1110, ENG 1460, and COMP 1012

Appointment Date: January 6, 2025 to April 11, 2025

Work schedule: 0 - 25.00 hours per week (Total Expected Hours = 170.00)

Hourly Rate: \$19.90 plus 6% vacation pay

For more information, please contact:

Office Assistant, Academic Learning Centre

201 Tier

240-480-1481 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 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. SI leaders are required for the following courses: CHEM 1100, CHEM 1110, ENG 1460, and COMP 1012.

Please note that the successful applicant must be willing and able to work remotely and/or in person 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>.

- Attend orientation, planning, training, and meetings as may be scheduled
- 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
- Attend lectures and other sessions of instruction in the course.

- Prepare instructional material such as handouts, worksheets, problem sets, and present to students in a variety of settings
- Consult with students by maintaining regularly scheduled and posted times for such consultation and provides a reasonable amount of informally scheduled consultation if necessary
- Such other related duties as may be assigned, e.g. development or adaptation of audio visual material, preparation of resources and instructional materials, etc.
- Occasional substitution for other members of the teaching or teaching support staff including the necessary related tasks
- Assist and encourage students to use available resources and to develop effective study techniques

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. You must also be located in Canada for the duration of the appointment.

Applications may be considered after the posting closing date.

Qualifications

- A current University of Manitoba student in good academic standing
- Minimum of 24 credit hours of undergraduate coursework required
- Minimum GPA of 3.0
- Final grade of B+ or above in the courses for which you would like to be Supplemental Instruction (SI) Leader
- 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
- Completion of academic studies and experience which have resulted in an expertise specifically appropriate to assisting in the instruction of the course(s) assigned
- An empathetic approach to the instructional needs and concerns of students.

In addition to a cover letter and résumé, please attach a copy of your latest student transcript.

Please attach all documents as one PDF file and make it clear in your cover letter which courses you are eligible to facilitate and interested in applying for.

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

There are up to 12 positions available.

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.

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.