Job Description
Writing Tutor Level 3 - ARTS VARIOUS (CUPE TA)
Course Name: ARTS VARIOUS (3 Credits)

Appointment Date: January 9, 2023 to April 28, 2023
Work schedule: 0-35.00 hours per week (usually 15 hours per week but hours may be flexible)
Hourly Rate: $23.86 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.

- Develop and deliver presentations and workshops to groups of undergraduate, graduate, and mixed student groups
- Consult with units, faculties, instructors about workshop, content, length, and presentation details
- Assist with data collection (e.g., workshop schedules, registration, attendance, etc.)
- 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
- Provide writing tutoring and study skills tutoring for a diverse range of students, including undergraduate and graduate students, students referred to the ALC as part of academic discipline cases, and for students in professional programs at the Bannatyne campus
- 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
- Provide encouragement and build student confidence and agency
- Register students, make appointments, and complete reports in the ALC's online appointment system
- Communicate clearly and effectively verbally and/or in writing to provide information and assistance to faculty, staff, students
- Prioritize and complete tasks with little supervision
- Such other related duties as may be assigned (e.g., participate in meetings, collaborate with ALC partners, 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
- Master's degree or equivalent, which has resulted in an expertise specifically appropriate to supporting students (including graduate students) in the development of their academic skills
- 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
- Available for some occasional weekend and/or evenings (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
The University of Manitoba is committed to the principles of equity, diversity and 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.