Academic Learning Centre Instructor/Writing Tutor Programs Coordinator

University of Manitoba
Academic Learning Centre
Student Engagement and Success

Position Title: Instructor I or Instructor II (rank dependent on qualifications)
Position Number: 33592

The University of Manitoba’s Academic Learning Centre (ALC) (within Student Engagement and Success) invites applications for a full-time, continuing position at the level of Instructor I or Instructor II to fill the role of ALC Writing Tutoring Programs Coordinator, commencing July 1, 2023, or on a date mutually agreed upon. Salary and rank will be commensurate with experience and qualifications.

The successful candidate will be expected to:

- coordinate (design, facilitate, manage, assess) programs and services, including peer writing tutoring (in-person, live online, asynchronous email feedback), embedded peer writing tutoring (course-based writing tutoring, departmental writing tutoring);
- provide in-person, live online, and asynchronous email feedback to individual students and groups of students; and
- develop and deliver workshops / presentations.

The successful candidate also teaches undergraduate level courses. Courses may include, but are not limited to, single or multiple sections of ARTS 1110 “Introduction to University”.

This position has a 20% service component. Service activities will include, but are not limited to:

- participation in Departmental and Unit meetings;
- contribute to the administrative functions of the Academic Learning Centre; and
- sit on relevant committees and groups; and
- participate in events representing the Writing Tutor Programs and Academic Learning Centre.

At the time of appointment, applicants must have Master’s degree in relevant field (Rhetoric and Composition, English, Education); PhD considered an asset.

The ideal candidate will have:

- 3-5 years with progressive responsibilities in a writing centre, academic learning centre, or other writing/communication teaching environment;
- leadership experience and/or training, staff/tutor management, pedagogical training and support;
- successful university teaching (experience in composition/writing instruction preferred);
• experience developing and delivering presentations, workshops;
• experience developing, delivering, and coordinating programming that supports student academic success, preferably in post-secondary education;
• experience supervising tutors or other student staff; and
• experience working with diverse student populations and cultures.

The University of Manitoba’s Academic Learning Centre (ALC) (within Student Engagement and Success) provides supports and programing to UM students (graduate and undergraduate, full- and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring (in content, study skills, and writing), Supplemental Instruction (SI), workshops, and online resources. ALC Instructors also teach ARTS 1110 Introduction to University—a 3-credit course, delivered via lectures and smaller writing labs, designed to prepare incoming students for success at university by focusing on the principles of learning and memory, critical thinking, and academic writing. The ALC directly employs 9 full-time staff and approximately 70 student staff (TAs, Tutors and SI Leaders). The ALC works collaboratively with faculties, departments, and instructors as well as with other campus partners (librarians, academic advisors, Indigenous Student Centre, International Centre, Student Accessibility Services, etc.).

More information about the Department, the University, the city, and the province can be found at the links below:
Academic Learning Centre (https://umanitoba.ca/student-supports/academic-supports/academic-learning)
University of Manitoba (https://umanitoba.ca)
University of Manitoba's Strategic Plan (https://umanitoba.ca/strategic-plan)
City of Winnipeg (https://www.winnipeg.ca)
Province of Manitoba (https://www.gov.mb.ca)

The Academic Learning Centre is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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). All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

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.

Applications should include a cover letter (referencing Position # 33592) containing all relevant teaching, service, and other experience, a curriculum vitae, and the names and contact information of three referees. Review of applications will commence on May 24, 2023 and will continue until filled.
Application materials, including letters of reference, will be handled in accordance with the protection of privacy provision of The Freedom of Information and Protection of Privacy Act (Manitoba). Please note that curriculum vitae may be provided to participating members of the search process.