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

Appointment Date: August 21, 2023 to December 22, 2023

Work schedule: 0 - 10.00 hours per week
Hourly Rate: $21.88 plus 6% vacation pay
Positions Available: 1

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. This ALC tutor position primarily involves working one-to-one with neurodiverse students (ADHD, LD, Autistic), coaching them, and providing learning and organizational strategies with the aim of improving their strategies and increasing their resilience.

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.

- Work one-to-one with students at any stage of their degree or program (e.g. first year undergraduate, undergraduate, professional programs, graduate) on a variety of learning and writing-related issues such organization, time management, study strategies, problem solving, and writing processes.
- Provide, recommend, and model effective use of resources related to learning and neurodiverse specific strategies.
- Guide and coach students as they develop effective strategies.
- Provide encouragement and build student confidence in the academic environment.
- Register students, make appointments, and complete reports in the ALC's online appointment system.
- Prepare instructional/resource materials, such as tip sheets, PowerPoints, and exercises.
- Participate in other ALC initiatives (depending on interests, experience, and skills).

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.
- Must have an undergraduate degree or equivalent education and experience.
- Graduate student preferred (Master’s or PhD).
- Minimum 3.0 GPA
- Experience, knowledge and/or understanding of neurodiversity (e.g. AHDH, LD, Autistic) strongly preferred.
- Previous experience with tutoring, teaching, coaching, or in other leadership roles.
- Previous experience at the Academic Learning Centre considered an asset.
- Demonstrated interpersonal and communication skills to support students with differing levels of experience, ability, and confidence with studying an (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
- Completion of academic studies and experience which have resulted in an expertise specifically appropriate to supporting students in their academic skills in various disciplines.
- Experience, knowledge and/or understanding of Indigenous cultures and histories considered an asset.
- Indigenous students are strongly encouraged to apply

**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

**Additional Information**
ALC Tutors are required to:
- Engage in 10 hours of initial training.
- Participate in additional training meetings over the term.
- Complete individual tutor development activities as assigned.
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 Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.