



CONTENT AND STUDY SKILLS TUTOR JOB POSTING



Do you have strong problem solving skills? Enjoy sharing your knowledge with others? Want meaningful work on campus helping students achieve their goals? The Academic Learning Centre (ALC) is building a team of Content and Study Skills Tutors for Fall 2025 and Winter 2026!

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 and Study Skills Tutor program supports undergraduate students with one-to-one tutoring for specific courses (including CHEM, ECON, MATH, MBI0, STAT) and for study skills (time management, course-specific learning skills and strategies, preparing for tests/exams).

Job Description

- 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
- 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, and present to students in a variety of settings including tutorials, classrooms, group sessions, and online
- Participate in other ALC initiative (depending on interests, experience, and skills) - such other related duties as may be assigned, e.g., outreach activities

Job Requirements / Qualifications

- Must be a UM student in good academic standing, continuing studies in Fall 2025.
- Minimum GPA of 3.0, completion of at least 24 credit hours at the undergraduate level, and successful completion, with a grade of B+ or better, of specific courses to be tutored; note that past academic performance may be a significant factor in selection decisions.
- 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.
- 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 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

Possibility for extension

While not a requirement or guarantee, there may be opportunity for Fall term incumbents to continue through the end of April 2026.

\$21.29*
starting hourly
salary

*rate before Sept 1 pay increase

Aug. 25
anticipated
start date

up to 20
positions
available



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
- MBI0 2020
- PHYS 1020, 1030, 1050, 1070, 2210
- PSYC 2250, 2260
- STAT 2400, 3000
- SOC 2290

Competencies / Outcomes

- **Communication:** attentive listening, written communication, verbal communication
- **Cognitive Skills:** critical thinking, problem solving, decision making, metacognition
- **Social Responsibility:** inclusion and access
- **Leadership Practices:** cultivating safety, trust, and collaboration; coaching, mentoring, and advising
- **Self-Leadership:** Initiative, adaptability, time management and prioritization

[Learn more about UM Competencies >](#)

Does this sound like you? Interested in applying?

View the full position description online and submit a cover letter, résumé, and a copy of your latest student transcript in one PDF document in [UMCareers](#) (Requisition No 37420).