ALC Content/Study Skills Tutor Position Description

The Academic Learning Centre (ALC) provides supports 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, Supplemental Instruction, workshops, and online resources.

Position Title: ALC Content/Study Skills Tutor  
Department: Academic Learning Centre, 201 Tier Building, Fort Garry Campus, University of Manitoba  
Location of work: Fort Garry Campus (primarily Migizii Agamik, the Indigenous Student Centre)  
Supervisor: ALC Instructor  
Hours: 5-10 hours/week (depending on tutor availability) on a fixed schedule, and primarily during standard UM business hours (Monday - Friday, 8:30am - 4:30pm)  
Number of Positions: 10  
Remuneration: $17.50 per hour  
Start Date: August 26, 2020  
Application Deadline: April 7, 2020 at 9:00am.

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 as appropriate
- Register students, make appointments, and complete reports
- Engage in 16 hours of initial training; participate in additional training in both the Fall and Winter terms; complete individual tutor development activities as assigned
- Follow basic ALC administrative procedures (e.g. submission of weekly timesheets)
- Participate in other ALC initiatives, such as presenting workshops, developing tip sheets, and facilitating Exam Jams (depending on interests, experience, and skills)
- Other duties as assigned

JOB REQUIREMENTS

- Enrolled as a current student at the University of Manitoba, and returning to the UM as a student in September 2020
- Completed a minimum of 30 credit hours of undergraduate coursework required (48 hours preferred)
- In good academic standing and with a minimum GPA of 3.0
- Final grade of B+ or above in each of the courses to be tutored
- Students who can tutor in more than one discipline and/or a variety of courses preferred
- Student who can tutor in the following courses are strongly encouraged to apply: ANTH 1210, 1220, BIO 1000, 1010, 1020, 1030, 1410, 1412, CHEM 1300, 1310, ECON 1010, 1020, 2362; ENG 1440,
1450, MATH 1010, 1020, 1200, 1300, 1500, 1700, MBIO 1010, 1220, PSYC 1200, SOC 1200, STAT 1000, PHYS 1020, and/or 1050

- Must have the interpersonal and communication skills necessary to support students (patience, ability to provide clear explanations, understanding of resources, demonstrated ability to work effectively with others)
- Demonstrated ability to work with students of diverse educational, age, racial, ethnic, and cultural backgrounds is required
- Familiarity with the University of Manitoba, University of Manitoba student supports and resources, the Academic Learning Centre, and/or Migizii Agamik and the Indigenous Student Centre is considered an asset
- Previous experience tutoring, teaching, coaching, or in other leadership roles considered an asset
- 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

APPLICATION PROCESS

- Applicants for the Content/Study Skills Tutor positions at Migizii Agamik are required to submit a résumé, transcript (unofficial), and a cover letter.
- Applicants are asked to list courses in which they are able to tutor (minimum 3.5 GPA) in their cover letter.
- Applicants are also asked to indicate in their cover letter any past experience which might demonstrate competency as a Content/Study Skills Tutor at Migizii Agamik and explain why they are interested in the position.
- All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.
- Applicants are asked to email (academic_learning@umanitoba.ca) with all required application materials in one .PDF document by **9:00am, Tuesday, April 7, 2020.**
- Applicants are requested to apply through their University of Manitoba email account.

Additional note:

The Academic Learning Centre is also hiring Writing Tutors (Job # 41177) and Supplemental Instruction Leaders (Job # 41189) for Fall 2020 and Winter 2021. Applicants are encouraged to apply for multiple ALC positions.