



University
of Manitoba

| Academic Learning Centre

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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 and/or online

Supervisor: ALC Instructor

Hours: 4-10 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: 2

Remuneration: \$17.50 per hour

Start Date: August 26, 2020

Application Deadline: June 15th, 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
- 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)
- Register students, book appointments, and complete reports

- 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

QUALIFICATIONS

- Enrolled as a current student at the University of Manitoba (must be continuing academic studies in Fall 2020)
- Completed a minimum of 30 credit hours of undergraduate coursework required (45 hours preferred)
- In good academic standing and with a minimum GPA of 3.0
- **A strong background in Economics, including ECON 1010 and 1020 is required**
- Wider experience in Economics, including ECON 2010, 2020, 2030, 2040, **2362** and other courses, preferred
- Final grade of B+ or above in each of the courses to be tutored
- Ability to tutor in more than one discipline and/or a variety of courses considered an asset
- 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 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 (final grade of B+ or above) in their cover letter.

Applicants are also asked to indicate in their cover letter any past experience that might demonstrate competency as a Content/Study Skills Tutor 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 the Academic Learning Centre academic_learning@umanitoba.ca with all required application materials in one .PDF document by 9:00am Monday, June 15th, 2020.

Applicants are requested to apply through their University of Manitoba email account.