



EDUCATIONAL ASSISTANT

Classification: Educational Assistant 3

Full-Time Term Position: A.S.A.P. to June 28, 2019

Thompson, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: The University College of the North is seeking an Educational Assistant to work in the Adult Learning Centre at the Thompson campus. The ALC Educational Assistant will provide assistance to UCN Adult Learning Centre Instructors in the delivery of UCN ALC programs. The incumbent will provide direct or indirect support for students attending UCN Adult Learning Centre in close cooperation and consultation with the ALC Instructors and Director UCN Adult Learning Centre.

Qualifications:

- College Diploma or University Bachelor degree
- Knowledge of tutoring/mentoring students
- Familiarity with the challenges of Indigenous and adult students
- Familiarity with education delivery and achieving success with at-risk students
- Good computer skills
- Effective communication skills
- Strong organizational and self-management skills
- Ability to work independently and as part of a team
- Demonstrated knowledge and understanding of the cultural influences and specific needs of adult learners in northern Manitoba
- Personal experience and/or knowledge and understanding of Indigenous cultures

Assets:

- The ability to speak an Indigenous language
- Certificate in Adult Education
- Direct experience with non-traditional, vulnerable students or communities

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- May be required to work some evenings and/or weekends
- Candidates must provide an acceptable Criminal Record Check and Child Abuse Registry Check

Applicants must provide a cover letter, résumé, references and copies of their transcripts with their application.

Applicants must demonstrate on their résumé how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 19-005
Closing Date: January 18, 2019; however, will remain open until filled
Salary Range: \$25.27 to \$29.88 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.