



LEARNING TECHNOLOGIES FACILITATOR

Classification: Educational Assistant 1

Part-Time Term Position: Up to 17.5 hours per week

A.S.A.P. to June 14, 2019

Norway House, 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 Aboriginal learners and mature students.

The Position: A part-time Learning Technologies Facilitator (LTF) is needed at UCN Norway House Regional Centre to provide assistance to faculty and students in Distance classes. The current schedule of daytime (evening and weekends may be included) distance courses are extensive and require the services of an additional part-time LTF. A qualified, supportive person is needed during daytime, evening or weekend hours, during technology mediated classes to provide student and faculty support. The part time LTF would work 3.5 hours per day starting as soon as possible until June 14, 2019.

Qualifications:

- Grade 12 Diploma, formal post-secondary education in (computers) related field preferred
- Strong computer application skills (e.g. MS Office, online searches, trouble-shooting)
- Excellent organizational skills
- Excellent problem solving skills
- Effective communication skills
- Effective interpersonal skills
- Demonstrated self-management skills and ability to maintain confidentiality
- Ability to work independently as well as within a team environment
- Comfortable working in a classroom with students and faculty to support the management of a positive learning environment
- Demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
- Personal experience and/or knowledge and understanding of Indigenous cultures

Assets:

- The ability to speak an Indigenous language

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- The candidate must be available to work evenings and/or weekends

Applicants must provide a cover letter, résumé, and references 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: 18-116
Closing Date: December 7, 2018 and will remain open until filled
Salary Range: \$21.65 to \$25.27 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: hinfo@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).

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