LEARNING TECHNOLOGIES FACILITATOR
Classification: Educational Assistant 1
Part-Time Regular Position: Up to 18 hours per week
(annually from September to May)
The Pas, 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: UCN is seeking an Educational Assistant to work with faculty and students, to facilitate courses that use learning technologies and to provide general support regarding the use of learning technologies. The Learning Technologies Facilitator will also provide other kinds of support to faculty and students related to the delivery of programming through technology, including creating relevant resource materials and/or referring faculty and students to a variety of other UCN resources as required

Qualifications:
- Completion of related post-secondary education, may consider other training, education and experience
- Demonstrated experience in distance learning technologies (eg. videoconferencing, Adobe connect, Desire2Learn, Can8, etc.)
- Demonstrated experience developing and delivering training materials
- Excellent computer application skills (eg. MS Office, email, internet searches, trouble-shooting, etc.)
- Effective communication skills
- Effective interpersonal skills
- Excellent organizational skills
- Excellent problem-solving skills
- Demonstrated self-management skills and ability to maintain confidentiality
- Ability to adapt to a dynamic work environment (eg. with changing class schedules)
- 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:
- Completion of post-secondary education
- The ability to speak an Indigenous language
- Previous tutoring experience
- Certificate in Adult Education
- Instructional Design, graphic editor, and curriculum development knowledge

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: 19-001
Closing Date: January 18, 2019
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: 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.
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