

» *People make it happen.*

Education Assistant

Office Administration Program
Long Plains (Southport Campus)

Part-time Term to June 30, 2019

Competition # 74-18/19

Salary: \$21.06 – \$24.57 per hour
(Education Assistant 1)

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to contributing to First Nation, Metis, and Inuit prosperity.

We are proud to be offering the Office Administration Program offered at our Southport Campus. This program will run to June 30, 2019. The Education Assistant position will be one of the supports for students in the program.

Be Passionate.

You are passionate about student success and engagement and have a direct understanding of supports individuals require in the post-secondary setting. You support students by working with individuals and small groups to facilitate application of effective study techniques and support student success by mentoring the writing process and guiding students in effective research techniques.

Take Initiative.

Your previous experience shows that you are independent and that you use excellent communication and team-work skills to support student success. Self-motivation combined with an energetic attitude and a collaborative spirit will build the groundwork for success in this position.

Deliver Results.

As the education assistant, you will be responsible for working with instructors and students to support students in their quest to meet the learning outcomes as prescribed in the course outlines. You will have solid knowledge of tutoring/mentoring students, and will draw on your diverse experiences to support student success. Directly related Post secondary education is required; you will work flexible hours that correspond to the program schedule. Experience working in an adult environment and with Indigenous communities is an asset.

Assiniboine Community College is committed to contributing to First Nation, Metis and Inuit prosperity. In accordance with the college's strategic direction, preference will be given to Indigenous candidates.

This competition will remain open until filled

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.



ASSINIBOINE
COMMUNITY COLLEGE