

## Education Assistant, Hospitality and Events

Full-Time, Term (ASAP to Aug 2/25)  
Dauphin, MB - Parkland Campus  
Comp #63-24/25  
Salary: \$43,770 to \$52,649 annually (\$23.22 to \$27.93)  
Classification: Education Assistant 1 (EA1)

### About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

### Position Overview:

As an Education Assistant in the Hospitality program, you will play a key role in supporting the learning and success of our students. Working closely with instructors and program staff, you will assist with classroom activities, help prepare instructional materials and provide administrative support. Additionally, you will contribute to student engagement, program promotion, and fostering strong connections with industry partners.

### Key Responsibilities:

- Student Support – individual and small group assistance to students
- Assist instructors in organizing course-related materials.
- Assist with evaluation processes.
- Participating in team projects in development of learning resources or activities
- Computerized note taking
- Creation of alternate format material
- Test invigilation and arranging accommodated testing

### Qualifications:

- Education equivalent to the level of program in which students are enrolled.
- One years' experience.
- Knowledge and understanding of communication needs of students with special needs.
- Ability to relate well with students. Tutoring/teaching background an asset.
- Customer service experience.
- Excellent computer skills and competence with a variety of software programs
- Excellent written and verbal communication skills.
- Ability to set goals, establish priorities and work independently.
- Good organizational skills and attention to detail.
- Maintain confidentiality and work within time sensitive deadlines.

*This competition will remain open until the position is filled.*

*Discover full details about the position in the attached Job Description.*

### Why Join Us?

#### Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

#### Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

#### Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

#### Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

#### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

#### How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.