

## Education Assistant, Academic Preparation for Nursing

Community Development  
Full/Part-Time, Term (May 5/25, to July 25/25)  
Nelson House, MB  
Comp #117-24/25  
Salary: \$43,770 - \$52,649 annually (\$23.22 to \$27.93 hourly)  
Classification: EA1 Educational Assistant 1

### 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:

The Education Assistant for Academic Preparation in Nursing will play a crucial role in supporting the program's operations and enhancing the learning experience for students. This position involves maintaining equipment, managing software licenses, assisting with the commissioning of new equipment, instructing on equipment use, supporting student labs, and serving as a resource for capstone projects and applied research.

### Some Key Responsibilities:

- ▶ Passionate about student success and engagement and have a direct understanding of supports individuals require in the post-secondary setting.
- ▶ Support students by working one-on-one with individuals and small groups to facilitate application of effective study techniques.
- ▶ Support student success by mentoring the writing process and guiding students in effective research techniques.
- ▶ Self-motivation combined with an energetic attitude and a collaborative spirit will build the groundwork for success.
- ▶ Cooperation, communication, and commitment to our students, the Indigenous communities we serve and our stakeholders are the foundation of this role.

### Some Qualifications:

- ▶ Minimum Grade 12 and previous education assistant experience preferred
- ▶ Experience working in an adult learning environment or with Indigenous communities is an asset.
- ▶ Previous experience that shows you are independent, with excellent communication and team-work skills to support student success.
- ▶ A solid knowledge of tutoring/mentoring students and drawing on your diverse experiences.
- ▶ Creative problem-solving skills that can work well in a challenging, multi-faceted role
- ▶ Worked with a team to support students in their quest to meet the learning outcomes of the program
- ▶ A valid class 5 drivers license with the ability to travel when required to meet the needs of the program

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

*Discover full details about the position please see 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.*

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

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