



## POSITION DESCRIPTION

Position Title: Education Assistant

Division: Student Services

Classification: EA1

Supervisor's Title: Learning Strategist

### POSITION SUMMARY

Working under the direction of the learning strategist, educational assistants provide a variety of services to individuals and groups, and as part of the learning skills teams activities. Duties will vary throughout the year depending on the needs of the students and on learning skills initiatives.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Student support:

Individual and small group assistance to students in the following areas:

- Variety of courses including Math, Communications, Computers, etc...
- Writing/research/APA.
- Organization/ assignment and workload planning.
- Test-taking and test anxiety.
- Other study skills, like note taking, stress management.
- Computer software use- primarily MS Office.
- Assistive technology use.
- Assisting individual students with use of learning aids: ex) visually impaired student using new aids.

#### Learning skills initiatives:

- Assisting instructor with classroom activities.
- Participating in team projects in development of learning resources or activities.
- Co-facilitating (with instructor, learning strategist and/or student success advisor) workshops on study-related topics.

#### Accessibility/disability services:

- Computerized note taking.
- Assist student success advisors/learning strategist with accessibility/ disability services paperwork and logistics.
- Creation of alternate format material- ordering textbooks, scanning, word processing, etc.
- Transcript of video material.

#### Testing services:

- Test invigilation and shifts in the Test Centre.
- Arranging accommodated testing.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised                      0 \_\_\_\_\_

Staff Positions Indirectly Supervised                      \_\_\_\_\_

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

- 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.

**OTHER COMMENTS**

The incumbent must have a positive attitude towards change, recognize and respect diversity and individual differences, and must be able to work as a team member.

Some Saturday's or evenings are required, so days of work will change approx. once per month. May be placed at two or three campuses, necessitating travel between campuses.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date