



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Education Assistant Adult Learning Support

Centre for Adult Learning

Full-Time, Term (Aug 24/26 to Jun 30/28)

Neepawa, MB

Comp #29-26/27

Salary: \$51,461 to \$62,564 annually (\$27.30 to \$33.19 hourly)

Classification: Educational Assistant 2

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.

The Educational Assistant – Adult Learning Support plays a key role in supporting adult learners enrolled in the Mature High School Program at the Centre for Adult Learning's new Neepawa and Minnedosa locations. Working closely with instructors and the Student Success Advisor, the successful candidate provides individualized academic coaching, classroom and instructional support, and learning technology assistance to help adult learners achieve their educational goals and complete their Mature High School Diploma. The position focuses on fostering student success, confidence, persistence, and independent learning within a welcoming, inclusive, and student-centered environment.

Key Responsibilities:

Student Learning & Academic Coaching

- ▶ Provide individualized and small-group academic support to adult learners enrolled in Mature High School courses.
- ▶ Reinforce concepts introduced by instructors through guided practice, clarification, and individualized coaching.
- ▶ Assist students in developing effective learning strategies including organization, time management, note-taking, study skills, writing, reading comprehension, and test preparation.
- ▶ Promote learner independence by helping students develop confidence, accountability, and effective study habits.
- ▶ Monitor student engagement and communicate academic concerns to instructors.

Classroom & Instructional Support

- ▶ Support instructors during in-person, synchronous online, and flexible learning activities.
- ▶ Assist with preparing instructional materials, classroom activities, and learning resources.
- ▶ Collaborate with instructor to support classroom management and student engagement.

- ▶ Assist with maintaining course materials and student resources within Moodle and other educational technologies.

Learning Technology Support

- ▶ Assist students in using Moodle, Microsoft 365, Teams, and other educational technologies.
- ▶ Support students' academic success by participating in synchronous online and flexible learning environments.
- ▶ Reinforce digital literacy skills.
- ▶ Troubleshoot basic technology issues and refer students to appropriate College support.
- ▶ Set-up and prep

English Language Learner Support

- ▶ Provide additional academic learning support to English language learners.
- ▶ Reinforce instructional strategies that support language acquisition and academic success.
- ▶ Collaborate with instructors to support students whose first language is not English.

Testing services:

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

Assessment Support

- ▶ Invigilate classroom and accommodated examinations while maintaining academic integrity.
- ▶ Assist instructors with classroom assessments and testing logistics.
- ▶ Support students during assessments in accordance with College policies.

Collaboration & Student Success

- ▶ Work collaboratively with instructors and the Student Success Advisor to identify students requiring additional academic support.
- ▶ Reinforce academic accommodation and learning strategies identified through student support plans.
- ▶ Refer students requiring advising, accessibility services, or personal supports to the Student Success Advisor or other appropriate College services.
- ▶ Contribute to a positive, inclusive, learner-centered environment.

Qualifications:

- ▶ A certificate or diploma in Educational Assistant, Adult Education, or a related field.
- ▶ A minimum of one year experience supporting learners in an educational environment.
- ▶ Experience providing tutoring, academic coaching, or learning strategy support.
- ▶ Experience working with adult learners, English language learners, or diverse student populations is considered an asset.
- ▶ Training or certification in TESOL, ESL, EAL, or English language acquisition is considered a strong asset.
- ▶ Demonstrated proficiency using Microsoft 365, Moodle, Teams, and virtual learning platforms.

- ▶ Excellent interpersonal, organizational, written, and verbal communication skills.
- ▶ The ability to work independently while contributing effectively within a collaborative instructional team.
- ▶ Demonstrated ability to maintain confidentiality, establish priorities, and manage multiple responsibilities.
- ▶ A valid Manitoba driver's license and the ability to travel regularly between the Neepawa and Minnedosa Centers.

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.



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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. 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 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.