



# CAREER OPPORTUNITY

**INTERNAL ONLY**

**Classification:** Instructor Aide, Tutor  
**Location:** North Battleford

**Title:** Education Resource Support Tutor  
**Competition #:** 08-BC-2425

**Date Posted:** May 1, 2024  
**Term:** September 3, 2024 – May 23, 2025  
Full-Time, Term (1050 Hours)

**Closing Date:** May 15, 2024 at noon  
**Salary Range:** As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

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## Main Responsibilities:

Reporting to the Counsellor, the position is responsible for organizing and providing tutoring services to students who are in need of assistance to help them achieve their learning goals.

The duties will include but will not be limited to:

- ◆ Implements and delivers established learning assistance strategies, plans or accommodations for students.
- ◆ Obtains feedback from the student regarding the challenges and difficulties they are experiencing and assists the student to understand how the plan or accommodation will assist them in the learning environment and in the achievement of their learning objectives.
- ◆ Monitors student progress regarding the learning assistance plan.
- ◆ Provides feedback to the Instructor and Education Resource Consultant on student progress.
- ◆ Initiates learning techniques to assist a student in achieving greater understanding in a subject area.
- ◆ Works one-on-one with a student to assist them with reading, writing, and math.
- ◆ Provides examination accommodations as assigned by the Education Resource Consultant.
- ◆ Focuses tutoring on the skills the students need to participate effectively in their courses
- ◆ Base tutoring on the goal of helping students develop the skills and attitudes they need to become more effective students
- ◆ Manage and effectively tutor students within a variety of modes (in-person/online, walk-up, by appointment, one-on-one, and groups) maintaining appropriate time limits to maintain an effective and equitable tutoring environment
- ◆ Be a resource to peer tutors who are working with students who require subject specific help
- ◆ Employ proven study aides to assist with exam preparation for upcoming tests and quizzes
- ◆ Prepare monthly reports on current caseload
- ◆ Assists with the promotion of Education Resource Services
- ◆ Assist with the maintenance of Education Resource Service resources (both hard-copy and online)
- ◆ Depending on location, must be able to commute between multiple sites
- ◆ Function effectively in an environment where professionalism, confidentiality and sensitivity are of prime importance (especially with student information and course work).
- ◆ Other duties as assigned.

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## Qualifications, Skills, Abilities and Experience:

- ◆ Educational Assistant certificate from a recognized institution; or
- ◆ 2 years general academic study at the post-secondary level that must include English and Math plus two years' experience, within the past five years, tutoring learners in an academic institution.
- ◆ Knowledge of the Adult Education environment.
- ◆ Knowledge of learning techniques and methodologies.
- ◆ Knowledge of the inclusive learning environment and assistive techniques and methodologies.
- ◆ Demonstrated background in and comfort with a broad range of secondary coursework
- ◆ Ability to be understanding and sympathize with students who have learning challenges.
- ◆ Ability to work cooperatively with others to provide an effective working relationship and environment.
- ◆ Ability to engage with students in a positive manner that assists and motivates them.
- ◆ Ability to work within a multi-cultural environment and to respect diversity and individual dignity.
- ◆ Ability to develop a professional and positive rapport with students, while providing a safe and friendly learning environment.

- ◆ Ability to refer students to other resources within the College, as required (i.e. career planning with Student Services)
  - ◆ Ability to communicate with students courteously and effectively in person, on the phone and via email or other electronic communication tools
  - ◆ Ability to plan, organize, schedule and prioritize work and activities and perform effectively taking into account interruptions, conflicting and changing priorities and demands and application of deadlines.
  - ◆ Work independently and efficiently under minimum supervision and provide students with timely academic support.
  - ◆ Knowledge of and ability to operate standard computer applications including word processing, e-mail and internet.
  - ◆ Use of internet effectively for production, research and resource as the administrative and tutoring aspects of the job demand
  - ◆ Ability to establish and maintain records appropriate to support program operational and information needs.
  - ◆ A satisfactory criminal records check, is a condition of employment with North West College.
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If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at [www.northwestcollegeca](http://www.northwestcollegeca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

**Submit Applications to:**

Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax: 306.445.2254

**Please Quote Competition #08-BC-2425**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)