

Writing & Communication Centre Lead

Academic Success Centre

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Responsible and oversees all aspects of daily operations of the Writing & Communication Centre in the Academic Success Centre by providing leadership and supervision, by supporting the overall success and achievement for Communication, Writing, and English language skills of all RRC Polytech students through planning, development, implementation, evaluation, and administration of high-quality services.

REQUIRED QUALIFICATIONS

- Bachelor of Education degree or a combination of equivalent education and experience in the field of education or a related subject may be considered
- Certificate in Teaching English as a Second Language (CTESL) and/or Communications diploma or equivalent education and experience in the domain of EAL or communication
- Leadership skills to foster collaborative and equitable teamwork internally and across the College
- Organization and time management skills to respond effectively to multiple demands
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and ability to adapt to new technologies
- A high capacity for objectivity, fairness, impartiality, flexibility, without compromising standards and policies
- Excellent interpersonal skills with the demonstrated ability to proactively seek out and develop strategic partnerships with a variety of stakeholders, effectively build relationships, maintain communities of practice that support student success
- Superior communication skills (both written and verbal)
- Ability to provide excellent customer service including using tact, discretion, integrity and professionalism in dealing with complex and potentially contentious issues
- Well-developed research and analytical skills demonstrated by the ability to obtain, assess and evaluate data to support recommendations and decisions
- Strong leadership, planning, organizing, negotiating, problem-solving and teamwork skills, including the ability to analyze problems, identify key information and issues, and exercise initiative and creativity to develop effective solutions
- Knowledge in the instruction of learning skills and remedial programming in a post-secondary education institution
- In-depth and current knowledge of adult learning pedagogy and practices
- Comprehensive understanding of, and sensitivity to, diversity, inclusion and cultural issues, particularly in relationship to international and newcomer student success
- Understanding of performance support, coaching, and mentoring a high-performance team in a rapidly changing environment
- Demonstrated experience in the delivery and implementation of post-secondary communication skills, EAL supports, and remedial programming
- Several years of experience tutoring/teaching communications, writing, and/or EAL strategies to diverse student populations
- Demonstrated experience in the supervision of teachers or tutors, preferably in a post-secondary setting
- Experience using proactive, professional and effective communication strategies with students, instructors, and other stakeholders
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- A Master of Education degree or related field

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-101

CLOSING DATE

June 30, 2022

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr