

Educational Assistant (Term)

Applied Computer Education

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.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Chair of Applied Computer Education, the Educational Assistant will support new and existing Information Technology programs including technical and business curriculum. Duties include student support and scheduled office hours to provide support to students outside of the classroom. The successful candidates will also participate in department committee meetings, activities and the evolution of curriculum to meet the needs of industry.

Exceptional technical, innovation and business skills paired with strong communications are required to inspire students in a blended in class and online learning environment. Ideal candidates will have a passion for supporting adult learning and has a commitment to lifelong learning.

REQUIRED QUALIFICATIONS

- Post secondary education in an Information Technology field; an equivalent combination of education and experience may be considered
- Experience with Information technology operations or in an IT project setting
- Experience with information technology documentation, processes and procedures
- Experience with troubleshooting and problem solving in an information technology setting
- Excellent written skills
- Strong verbal communication skills
- Strong intercultural skills
- Effective interpersonal and conflict resolution skills
- Ability to work remotely online and on campus in Winnipeg
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience with IT service delivery and service management
- Experience with web or application development or IT infrastructure
- Experience with cloud technologies
- Experience with IT automation tools

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work throughout the academic year including the summer months

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

COMPETITION NUMBER

2022-014

CLOSING DATE

Until Filled

SALARY

\$47,774 - \$65,326 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic 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. The College seeks to increase diversity among its community members and welcomes 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.



Red River College Polytechnic 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