

Educational Assistant

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. Duties will 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.

The candidate will provide guidance and assistance to students in a variety of program areas and types of curriculum. Possible curriculum support could include business courses, communications, professional development, web development, programming, networking, information security, data science machine learning and IT Operations. Exceptional customer service, innovation and business or technical 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 a commitment to lifelong learning.

Full time and part time opportunities are available. Please include your area of specialty on your application.

REQUIRED QUALIFICATIONS

- Diploma in Education or Information Technology field; an equivalent combination of education and experience may be considered
- Experience in customer service or supporting others to achieve results
- Experience with a variety of documentation, processes and procedures
- Experience with problem solving or troubleshooting
- Able to proactively setup labs or support instructors in classroom preparation
- Experience with Microsoft Office
- Excellent written skills
- Strong verbal communication skills
- Strong intercultural skills
- Effective interpersonal and conflict resolution skills
- Able to work remotely online and on campus
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience with a variety of technologies
- Experience with supporting students
- Experience working in education field

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 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

2022-238

CLOSING DATE

June 14, 2023

SALARY

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

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

4 Full-Time Positions 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