

## Educational Assistant (Term)

### Corporate Solutions

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

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

### DUTIES

The Educational Assistant (EA) will support the students and Instructor of the Pre-Employment Plumbing in Pinaymootang, First Nation. The successful candidate will provide general guidance and technical assistance to students. The EA will prepare instructional materials as directed by the Instructor, such as handouts, assignments, problem sets, tests, exams and presents to students in a variety of settings such as tutorials, labs, or seminars. The EA may assist with instruction, which may include explaining or demonstrating concepts and procedures, clarifying subject areas, and provide guidance and assistance to students. The EA may also be required to assist with set up of equipment before classes begin and remove and store equipment after classes. The EA will maintain an inventory of equipment, materials and supplies. Duties include student support and scheduled office hours to provide support to students outside of the classroom. Candidates will have a passion for support adult learning and have a commitment to lifelong learning. The EA will possess a strong work ethic, problem solving skills, teamwork, collaboration and people skills. Preference will be given to individuals living in Pinaymootang or surrounding communities.

### REQUIRED QUALIFICATIONS

- Educational Assistant Certificate or related field of study; an equivalent combination of relevant education and experience may be considered
- Experience working directly with Indigenous learners in a classroom environment
- Strong critical thinking and troubleshooting skills
- Excellent interpersonal, verbal and written skills
- Strong organizational skills
- Ability to present material to groups with the use of appropriate technology
- Ability to work independently with minimal supervision as well as in small to large group settings
- Working knowledge of MS Office software including Excel, Word, Outlook and PowerPoint
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Diploma in Education, or other relevant post-secondary education
- Self-identifies as Indigenous/Aboriginal person with lived experience
- Ability to speak an Indigenous language

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Valid Manitoba drivers license.
- This position may be required to travel

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

### COMPETITION NUMBER

2023-148

### CLOSING DATE

Until Filled

### SALARY

\$45,936 - \$62,808 per annum

### POSITION LOCATION

Pinaymootang, First Nation

### POSITION TYPE

Full-Time, Term Position Available  
Anticipated October 2023 up to March 29, 2024

### APPLY ONLINE AT

[rrc.ca/careers](https://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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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](mailto: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](https://rrc.ca/hr)