

# Academic Attendant

## Student Support Services

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.

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

### DUTIES

Reporting to the Manager, Student Accessibility Services, the Academic Attendant works one-on-one with students with disabilities (e.g., Autism Spectrum Disorder, physical disabilities, vision loss), within and outside of the classroom setting, to ensure access and to promote full participation in educational activities. The role of the Academic Attendant will vary depending on the functional implications associated with each student's disability. Common Academic Attendant job duties include: notetaking; assisting a student in managing their behaviours in the classroom; assisting a student in staying on task; providing detailed verbal descriptions and clarification of visual information; removing outerwear and setting up needed equipment; clarifying instructions for homework/assignments; navigating social and academic requirements of group work; and providing transitional and onboarding support within work-integrated learning activities (e.g., practicum placements). This is a casual position, with hours being dependent on the student's course schedule. The incumbent may be expected to work at either or both the Exchange District or Notre Dame Campus locations.

### REQUIRED QUALIFICATIONS

- Diploma in Social Sciences (e.g., Disability and Community Support, Disability Studies) or related field. A combination of experience and education may be considered
- Experience working directly with individuals with disabilities, preferably in the post-secondary setting
- Knowledge and understanding of common functional implications associated with a variety of disabilities, including Autism Spectrum Disorder, vision loss, and physical disabilities
- Excellent problem solving to manage disability related barriers in the moment and how to eliminate, or reduce, those barriers
- Ability to respond calmly and effectively in stressful situations
- Strong interpersonal skills, including the ability to exercise tact, discretion and diplomacy in complex situations
- Exceptional organization and time management skills and the ability to assist students in developing such skills
- Knowledge of federal and provincial human rights legislation, the duty to accommodate, accessibility standards, and privacy legislation and regulations
- Effective verbal and written skills to provide information and support to students with a variety of interpersonal and cognitive challenges
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Familiarity with learning management software
- Familiarity with assistive technology (e.g., text-to-speech software, screen reader software)

### 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 overtime
- Incumbent must provide a current and satisfactory Child Abuse Registry Check and Adult Abuse Registry Check
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- May be required to work at various RRC Polytech campuses

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

2023-246

### CLOSING DATE

Until Filled

### SALARY

\$29.44 - \$40.32 hourly

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

3 Casual Positions Available  
Anticipated December 1, 2023 up to March 31, 2023  
Possibility of an Extension

### 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)