

## Academic Support Specialist (Part-time)

### Library and Academic 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.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

### DUTIES

At Red River College Polytechnic, we're looking for a dedicated Academic Support Specialist to join our Academic Success Centre (ASC) and enhance our educational support services. In this role, you will serve under the direct supervision of the Writing and Communication Centre Lead. Your primary responsibilities will include offering specialized tutoring services, both one-on-one and in group settings, specifically designed to address the diverse academic requirements of our student body. Your responsibilities won't stop at tutoring; you'll be instrumental in researching, developing, and executing educational programming targeted at specific student demographics, including EAL students, students with disabilities, Indigenous students, and those at academic risk. The position also entails creating or sourcing paper-based and digital supplementary materials to enrich our academic support programs. Collaboration is key as you'll work closely with faculty across multiple disciplines to customize academic support services unique to their program areas. Additionally, you may engage in special projects that integrate instructional technologies and demand a degree of project management. Join us to make a significant impact on student success and be part of an institution committed to academic excellence.

### REQUIRED QUALIFICATIONS

- Certificate in Adult Education (equivalent, in progress or completed)
- Demonstrated experience in the instruction of learning skills and remedial programming
- Experience facilitating workshops on topics such as intercultural communication and diversity
- Ability to design and deliver workshops to larger groups of students and college staff using a variety of delivery modes, including instructional technologies
- Experience developing content for Brightspace (LEARN) or other learning management systems
- Specialized knowledge in English as an Additional Language and communications at the post-secondary level
- Experience with college student population, non-traditional populations, and tutor program development preferred
- Demonstrated effective application of adult learning principles
- Ability to assess learning needs and develop subsequent strategies in consultation with students, counsellors, faculty and tutors
- Understanding of student learning outcomes, needs assessment and teaching methods
- Familiarity with educational resources used for learning disabilities, adult literacy, numeracy and Essential Skills to evaluate suitability to particular instructional situations
- Strong verbal and written communication, facilitation and interpersonal skills for in-person and online delivery
- Experience in researching and analysis of adult education topics, trends or resources
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Knowledge of RRC programs and services
- Bachelor of Education
- Certificate in Teaching English as a Second Language (CTESL)
- Experience as a Tutor (or equivalent) at RRC Polytech

### 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 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

2023-197

### CLOSING DATE

February 9, 2024

### SALARY

\$55,494 - \$76,003 per annum

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Regular Part-time Position Available

### 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)