

# Academic Support Coordinator (Term)

## Library & Academic Services

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.

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

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, Racialized Persons, 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

The Academic Support Coordinator is responsible for the logistical organization and implementation of tutoring services, academic coaching, supplemental instruction, and learning strategy workshop services including assessing space and tutorial instruction needs, coordinating staff and peer tutors' schedules for all ASC services, and communicating schedules and services on the ASC website, on-campus, and in the ASC's online scheduling software. The Academic Support Coordinator supervises the peer tutoring program including recruiting, hiring, onboarding, and training peer tutors.

## REQUIRED QUALIFICATIONS

- College Diploma, preferably in administration or educational focused fields (i.e Administration Assistant diploma or Educational Assistant Diploma)
- Experience with the delivery of educational or workplace training programs or services
- Experience coordinating projects or teams in an educational or workplace training setting
- Experience working with students with a disability
- Advanced knowledge of foundational office-related technology and software
- Proficient in creating and managing detailed schedules to optimize workflows and resource allocation
- Organization and time management skills to respond effectively to multiple demands
- In-depth knowledge of RRC Polytech programs and services
- Effective analytical and problem-solving skills in a solution-focused, organized manner
- Ability to prioritize and triage a high volume of student requests
- Ability to produce ad hoc reports using scheduling and tracking systems
- Ability to handle confidential and sensitive issues
- Understanding of performance support, coaching, and mentoring
- Experience facilitating group events
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## ASSETS

- Bachelor of Education degree or a combination of equivalent education and experience in the field of education or a related subject may be considered
- Certificate in Teaching English as an Additional Language (TEAL)

## 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 travel
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Record Check, including a Vulnerable Persons Sector Check

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishininew, 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

2024-053

## CLOSING DATE

March 28, 2024

## SALARY

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

## POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time, Term Position Available  
Anticipated May 2024 up to  
November 15, 2025

\*This 18 month term may be split into two (2) full-time consecutive terms to allow for developmental opportunities

## 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)