

Job Title: Tutor for Students with Disabilities

Job Location: University of Lethbridge, Accessible Learning Centre

Position Type: Casual

Number of Positions: 1-5

Targeted Disciplines and Degrees: Accounting, Biology, Economics, Education, Engineering, English, Finance, Health Sciences, History, Human Resources & Labour Relations, Indigenous Governance and Business Management, Indigenous Studies, Liberal Education, Management, Philosophy, Political Science, Psychology, Public Health, Sociology, Statistics.

* A full list of courses can be found at the end of the document.

Job Description:

As part of a dynamic team of professionals assisting students within the Accessible Learning Centre, Tutors provide focused assistance directly related to a specific subject of study or to the development of writing skills. **The tutor will have previously taken the courses or maintained specializations for which the student needs assistance.** Candidates must exhibit a high level of patience, compassion, and adaptability. We are looking for leaders who can demonstrate independent thinking and the ability to problem solve. This position is an excellent career development opportunity for candidates interested in furthering their experience in teaching, coaching, supervising, and curriculum planning. These are casual, part-time positions with no guarantee of hours.

Expectations:

- Create a professional, caring rapport with the student
- Uphold academic integrities
- Assist in planning projects and papers
- Assist in content focused exam preparation
- Assist with reading and conceptualization of materials
- Provide writing skill assistance as needed
- Help students organize information for papers and projects
- Develop a suitable schedule with the student that reflects individual need, pre-book suitable workspace on campus
- Adapt methods and approach to students' learning needs

Competencies:

- Master's Degree preferred; Bachelor's Degree completed or in progress may be accepted
- Proven academic success in a post-secondary environment
- Exceptional critical thinking skills
- Attention to detail with great organizational skills
- Exceptional time management ability
- Understanding of learning disabilities

- Excellent written and verbal communication skills (exceptional English proficiency)
- Applied use of learning strategies in a post-secondary setting
- Familiarity with the University of Lethbridge and its services
- Works well with others, willing to collaborate
- Demonstrates high degree of confidentiality, discretion, empathy, and professionalism
- Respect for University of Lethbridge policies and procedures

Staff at the Accessible Learning Centre will match successful candidates with students requiring tutoring. Each tutor will have a caseload of 1-5 students, depending upon need and availability. Scheduling is highly flexible and will be arranged directly between the tutor and student; tutors must be extremely reliable and willing to meet their commitments to their students.

How to Apply: Interested applicants should email a copy of their resume, cover letter, and transcripts to megan.paul@uleth.ca. No drop-in or phone inquiries will be accepted; only those candidates selected for an interview will be contacted.

*

ACCT 4151	ACCT 4160	BIOL 2000
BIOL 2150	ECON 2900	EDUC 5***
ENGG 1100	ENGG 2000	ENGL 2800
ENGL 3401	FINC 3040	HLSC 3150
HIST 2710	HIST 3703	HRLR 3305
IGBM 2500	INDG 4850	LBED 4500
MGT/ECON 2070	PHIL 3402	POLI 3740
POLI 4300	PSYC 2030	PSYC 3105
PSYC 3500	PSYC 4550	PUBH 5***
SOCI 2770	SOCI 3850	STAT 2780