

mâcihtâtân Entrance Program: Instructional Assistant

Description: mâcihtâtân means “Let’s begin,” this a new program offering an introductory university transfer experience. Aligning with the UnBQ philosophy, vision and mission statements, we seek a talented, dedicated, and enthusiastic person to join the team as the Instructional Assistant. This position will enhance the overall success of the Program. Knowledge of Indigenous students’ supports is an important asset. IT skills are required.

Term contract: One-year contract (Upon hire to June 2025 with possible extension)

Essential Duties/Responsibilities include, but are not limited to:

Administrative Program Support:

- Assist in the development and delivery of mâcihtâtân Entrance Program programming;
- Perform clerical, organizational and office responsibilities as required;
- Maintain regular communication with the Literacy Program Lead;
- Respond to emergent business.

Student Support and Instruction

- Support online learning;
- Facilitate learning seminars when required;
- Supervision of student’s success;
- Special project as assigned

Accountability

The Instructional Assistant will be accountable to the Literacy Centre Program Lead

Qualifications

- Teaching/instructional experience in a secondary, college, or alternative adult learning setting;
- Valid class 5 drivers licence

Experience and knowledge

- Working with Indigenous peoples, organizations and communities;
- Excellent communication skills, (verbal and written);
- Able to work effectively with others;
- IT skills are required: Windows operating systems (Word, excel, Outlook, PowerPoint); and
- Exhibits personal and professional pride in the completion of a wide range of complex tasks;

Posted July 11, 2024. Open until a suitable candidate is found. Please submit resumes to Sheila Poitras, Executive Assistant by email at sheilap@bluequills.ca or by fax at (780) 645-5215.