

### **mâcîhtâtân Entrance Program: Instructional Assistant**

**Description:** mâcîhtâtân 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 mâcîhtâtân 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: April 16<sup>th</sup>, 2024

Please submit a CV/ resume with references to Sheila Poitras, Executive Assistant at [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca) or by fax 780-645-5215. This is an open competition until a suitable candidate is found. Only applicants selected for interviews will be contacted.