

Educational Assistant (Term)

Community 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.

DUTIES

Reporting to the Chair of Early Childhood Education, the Educational Assistant will support Community Service programs, including Early Childhood Education, Disability and Community Support, Child and Youth Care, and ASL-English Interpretation Programs. Duties include student support and scheduled office hours to provide support to students outside of the classroom. The EA may assist with instruction, which may include explaining or demonstrating concepts and procedures, clarifying subject areas, and provide guidance and assistance to students. The successful candidates will also participate in department committee meetings, activities, and the evolution of curriculum to meet the needs of industry. The EA will possess a strong work ethic, problem solving skills, teamwork, collaboration, and people skills. Ideal candidates will have a passion for supporting adult learning and has a commitment to lifelong learning.

REQUIRED QUALIFICATIONS

- Diploma in early childhood education or related field of study; an equivalent combination of relevant education and experience may be considered
- Experience supporting the delivery of educational programs and services in early childhood education or community services
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Strong critical thinking and troubleshooting skills
- High-level of accuracy and attention to detail
- Experience with Microsoft Office, including advanced knowledge of Word and Excel
- Excellent interpersonal skills with the ability to support conflict resolution, maintain confidentiality and handle sensitive issues
- Excellent organizational skills and the ability to manage multiple priorities
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision as well as in small to large group settings
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Diploma in Education or other relevant post-secondary education
- Experience working directly with Indigenous and Newcomer learners in a classroom environment

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 work throughout the academic year including the summer months
- May be required to work at various RRC campuses

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

2023-181

CLOSING DATE

September 20, 2023

SALARY

\$22.96 - \$31.40 hourly

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Part-Time, Term Position Available
Anticipated September 2023 up to March 2024
Possibility of an Extension

APPLY ONLINE AT

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.



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