



Instructional Assistant - Science Help Centre

Sciences – Chemistry

School of Arts & Science

Job Posting: U18-014R
Position Type: Part-time Term
Start Date: ASAP
Schedule: TBD (16 hrs/week)
Salary: Pay Grade 9; \$24.78 to \$26.49 per hour
5% Shift Differential on all hours after 3:00 pm if the schedule extends beyond 5:00 pm for more than 2 days per week/ 5% Shift Differential for hours worked between 5:00 pm and midnight

Closing Date: February 20, 2018

Location: Lansdowne Campus

End Date: March 31, 2018

NEW

NOTE: This is a re-post of U18-014, Position B – Chemistry. Previous applicants need not re-apply.

The pay grade for this position is subject to JAJEC review. The incumbent will be required to complete a Job Evaluation Questionnaire within six months of being awarded the position.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Under the supervision of the Chair, the Instructional Assistant – Science Help Centre works both independently, and as part of a team of instructors, co-workers, and community partners, to provide extensive learning assistance support in the Science Help Centre. The IA may be the first point of contact for students of varying skill levels in science programs. These duties are performed in a complex, sometimes high volume and constantly changing student-centred learning environment. The Instructional Assistant is key in contributing to a positive learning environment for a diverse student body.

TYPICAL DUTIES

- Tutors students in a wide range of biology, chemistry and/or physics courses from fundamental levels up to and including 2nd-year biology/chemistry and 1st year calculus-based physics, including reinforcing concepts when needed and assisting with completion of homework or lab write-ups;
- Assists instructors in creating and updating learning centre resources and materials;
- Orients students to learning materials available to them in the science help centre;

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- Responds to a wide range of student inquiries providing clarification and guidance related to programs, courses, assessments, student services, and college policies and where necessary, refers students to the appropriate Chair, College Services, and/or external agencies,
- Liaises with instructors to help identify students with learning disabilities or students who are experiencing extreme anxiety;
- Participates in clear, consistent and regular communication between instructors, other instructional assistants and department co-workers;
- Maintains, organizes and participates in setting procedures of the science help centre, and monitors the flow of usage in the centre; identifies inappropriate computer use; addresses issues with students when problems arise, and if required, refers the matter to security;
- Ensures all communication (voicemail, email, etc.) is checked and replied to daily;
- Provides basic troubleshooting of a variety of computer hardware and software technical difficulties as required; reports any required repairs to the lab technician or ITS as required;
- Responds to student crisis situations with appropriate crisis intervention strategies and contacts the appropriate support service when necessary;
- Assists in recruitment of new students by attending and/or providing information sessions;
- Participates in the orientation and training of new staff; and orientation for new and substitute instructors;
- Performs other duties similar in scope and complexity.

QUALIFICATIONS

Bachelor's degree in science (Biology, Chemistry, Physics or a closely related field) and two years recent practical experience tutoring adult learners in sciences at advanced, provincial and/or post-secondary level in a post secondary environment, or an equivalent combination of education and experience.

- Advanced level knowledge and skill with personal computers and software applications including the MS Office suite,; basic level technical troubleshooting in a networked learning lab environment
- Demonstrated ability to work effectively with adults with learning disabilities and sensitivity towards learners with multi-barrier student issues and the ability to respond to the needs of these learners
- Strong interpersonal skills and excellent communication skills, both oral and written, demonstrating tact, discretion and sensitivity to a diverse student population
- Excellent attention to detail and the ability to articulate science concepts clearly and concisely
- Demonstrated time-management, multi-tasking and organizational skills including the ability to work independently with minimum supervision and as part of a team
- Demonstrated problem solving and conflict resolution skills
- Knowledge of college structure, resources and services available to support students

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

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