JOB POSTING

Position: Graduate Peer Learning and Writing Facilitator, Student Learning Commons, Library, Simon Fraser University

Description: The Graduate Peer Learning and Writing Facilitator is a paid position for a SFU graduate student committed to working with individual students in a variety of disciplines, with the goal of helping them develop and improve their writing abilities and academic learning strategies, such as study techniques, academic reading, note-taking, and time management. The GPLW Facilitator’s main duties are to (1) work one-on-one with undergraduate and graduate students (including developing learning plans for undergraduate students in academic difficulty), (2) maintain appropriate consultation records, (3) assist with and propose other forms of undergraduate and graduate student academic support, such as workshops or study groups, and (4) undertake short-term projects related to one-on-one and group student academic support (which may include researching and compiling handouts or other resources). The Facilitator must be flexible to work at the Burnaby, Vancouver, and Surrey SFU campuses. The Facilitator works under the supervision of the SLC Coordinators and reports to the SLC Head.

Minimum Qualifications:

- An undergraduate degree with a minimum 3.5 GPA
- Excellent interpersonal communication skills
- Demonstrable knowledge of effective academic learning strategies
- Excellent academic writing abilities
- Ability to work with students individually or in groups
- Demonstrated presentation skills

The GPLW Facilitator is expected to

- communicate well with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour
- assist students to develop academically through asking questions and helping them internalize concepts and strategies
- provide effective facilitation of group discussions about academic concerns and strategies
- be knowledgeable about, and able to help students use, additional learning and writing resources where needed
- undertake occasional research at the direction and discretion of SLC staff
- communicate effectively and in a collegial manner with undergraduate peer educators and SLC staff
- be reliable and punctual
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The GPLW Facilitator does not
- make judgments about or try to assess student writing, learning ability, or academic performance
- focus on or answer questions about specific course content
- proofread, edit, or write directly on students’ work
- allow any political, social, educational, philosophical, or other biases or preferences to have a part in his or her consultation relationships with students

Salary: $21.00 per hour (includes 4% in lieu of vacation)
Hours: 5-15 hours per week preferred, times are negotiable
Term: September to December 2014; strong possibility of extension with an expectation of increased hours

Application Process:

Applications must include electronic copies of:
- cover letter and resume/curriculum vitae
- names and contact information of 2 academic references
- copy of most recent transcript and undergraduate transcript
- 2 samples of academic writing

Applications must be submitted via email to Ms. Dal Sohal, Learning Services Coordinator, Student Learning Commons <dsohal@sfu.ca> by 4:30pm, Friday, July 11, 2014.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

Student Learning Commons Office
W.A.C. Bennett Library, 3rd floor, Room 3020
Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6