Job Posting

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

Two positions:
- Position #1: Multi-campus, primarily Burnaby
- Position #2: Surrey campus

**Description:** The Graduate Learning and Writing Facilitator is a paid position for a graduate student committed to working with 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, notetaking, and time management. The GLW Facilitator's main duties are to (1) work one-on-one with students (including developing learning plans for undergraduate students in academic difficulty), (2) deliver other forms of student academic support, such as workshops or in-class presentations, and (3) 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 works under the supervision of the SLC Coordinators and reports to the SLC Head.

**Minimum Qualifications:**
- A 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 and in a classroom setting
- Demonstrated presentation and classroom skills

**The GLW 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
Position: Graduate Learning and Writing Facilitator, Student Learning Commons, Library, Simon Fraser University (cont’d…)

The GLW 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: $25.00 per hour (includes 4% in lieu of vacation)
Hours: 5-15 hours per week preferred, times are negotiable
Term: January to April 2016; strong possibility of extension

Application Process:

Applications must include electronic copies of:

- cover letter and resume
- names and contact information of 2 academic references
- copy of most recent transcript and undergraduate transcript
- 2 samples of academic writing

Please indicate which position you are applying for.

Applications must be submitted via email to Ms. Cynthia Wright, Student Learning Commons Surrey Coordinator, <cawright@sfu.ca>, and Donna McGee Thompson, Head, Student Learning Commons <dmcthomp@sfu.ca> by 4:30pm, Friday, December 18, 2015.

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