JOB POSTING

Position: Graduate Learning Facilitator, Student Learning Commons Surrey, Fraser Library, Simon Fraser University, Surrey campus

Position location: Primarily Surrey (although may be expected to go to Burnaby campus for training).

Description: The Graduate Learning Facilitator is a paid position for a current 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 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 academic success workshops and sessions, 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 primarily at the Surrey campus, but may be required to go to the Burnaby campus for training. The Facilitator works under the supervision of the SLC Coordinator at the Surrey campus 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 Graduate Learning Facilitator is expected to

☐ communicate well with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanor
☐ 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
Position: Graduate Learning Facilitator, Student Learning Commons Surrey, Fraser Library, Simon Fraser University (cont’d…)

- be reliable and punctual
- participate in training (including observation and feedback) and professional development opportunities for continual improvement

The Graduate Learning 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: September to December 2018; strong possibility of extension

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. Cynthia Wright, Coordinator, Student Learning Commons Surrey <cawright@sfu.ca> by 4:30 pm, Tuesday, August 28th, 2018.

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

Student Learning Commons Surrey Office
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