**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Skills Instructor – Online Services and Assessment

**Job Number:** A-272

**NOC:** 4033

**Band:** 9

**Department:** Academic Skills/Career Centre

**Supervisor Title:** Director, Colleges

**Last Reviewed:** June 24, 2014

**Key Activities**

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| ***Academic Skills Instruction:***   1. Instructs and advises undergraduate and graduate students in individual appointments (in-person and online) in Peterborough and, as needed, in Oshawa, usually by reading and responding to drafts of essays and papers, to provide them with skills and strategies in writing, reading, and thinking, as well as specific instruction in grammar, criticism and analysis, time management, exam preparation, and oral and written communication. 2. Develops individualized programs of instruction for students with learning disabilities and for students for whom English is a second language, often in consultation with the Student Accessibility Office and the Trent-ESL Program. 3. Develops, modifies, and delivers a range of small-group and in-course workshops in Peterborough and, as needed, in Oshawa to provide students with the academic skills described above. 4. Maintains current knowledge in academic skills and related areas through membership in professional organizations and associations, particularly in the areas of writing and rhetoric, learning and study skills, university transitions, and meeting the needs of ESL students and students with learning disabilities. 5. Provides training and information to ASC colleagues in his/her areas of specialization e.g. science, online tools, assessment, graduate students, teaching related topics 6. Writes instructional materials for both online and print publication. 7. As part of a team of ASC instructors, participates in various ASC initiatives, such as special presentations and workshops to internal and external groups, recruitment and retention activities, or special projects related to academic-skills instruction. 8. Liaises with university services and departments including but not limited to Wellness Centre, Trent-ESL Program, Trent International Program, and faculty to develop and provide, presentations and workshops. 9. Represents the Centre on relevant university committees. | **80%** |
| ***Online Services and Resources:***   1. Co-ordinates online publications 2. Oversees all web site content on the Academic Skills web site and is primary editor 3. Oversees online booking system and provides technical support to colleagues | **15%** |
| ***Assessment:***   1. Lead role in developing and reviewing assessment of services and programs | **5%** |

**Education**

Masters Degree in English or in a discipline emphasizing writing and/or language skills.

**Experience Required**

1. At least two years of directly related experience teaching academic skills in a university setting.
2. Experience and/or employment in the fields of editing, writing, ESL, adult education or teaching students with learning disabilities.
3. Or a reasonable equivalent combination of education and experience.
4. Excellent knowledge of English grammar and impeccable written and oral communication skills.
5. Ability to work both with minimal supervision
6. Demonstrated ability to collaborate with, lead, and motivate a team.
7. Ability to teach in individual and small-group settings, handling material ranging in difficulty from basic grammar to complicated problems in analytical thinking and critical writing.
8. Excellent working knowledge of Windows, Microsoft Office (particularly, MS Word, Excel, and PowerPoint); knowledge of a student information system (Blackboard); experience with Internet and web browsers required; comfortable working with technology and learning to use new programs.