

STUDENT ASSISTANT POSTING – WINTER 2012

ONLINE LEARNING CENTRE PEER TUTOR

Department: Learning Centre, Learning Resources Department, New Westminster Campus

Online Learning Centre Peer Tutors help students:

- develop writing and academic skills
- understand course concepts

Qualifications:

Must be enrolled in, and maintain, a minimum of one or more (3 credit) courses at Douglas College or other accredited public post-secondary institution in British Columbia, throughout the Winter 2012 semester.

International students must be enrolled in full-time studies (a minimum of 9 credits each for the Fall and Winter terms and a minimum of 3 credits for the Summer term) to qualify to work as a Student Assistant. An original copy of a Social Insurance Number (SIN) and an original study/work permit are required by law before commencing work at Douglas College. An international student, who is not a Douglas College student, but is an international student at another public, post-secondary institution in B.C., is eligible to work at Douglas College as a Student Assistant only if s/he has a valid "Off-Campus" Work Permit.

Proof of enrolment from the other post-secondary institution is required for domestic and international students.

"B" Average or better, in 12 credits of work completed at Douglas College (or equivalent courses elsewhere).

"B" Average or better in one of the following: Essay writing courses (i.e., ENGLISH 1130) OR content area courses where paper writing is a requirement (i.e., English, Psychology, or History).

The applicant will need, at minimum, an overall "B" average in addition to a "B" average in the content area courses they will be tutoring, such as English Literature, Criminology, Geography, Music, or Nursing.

Excellent writing skills are required.

PLUS: Good working knowledge of MS Word and Excel.

Knowledge of online communication tools (email, discussion boards, text chat, VOIP)

Good critical thinking skills.

Good employability skills (dependable, able to maintain confidentiality).

Good interpersonal skills.

Duties:

- Tutor students in writing and academic success strategies.
- Complete training program.
- Provide peer feedback on student work.
- Model effective learning strategies.
- Follow Learning Centre procedures for keeping records and completing operational tasks.

Salary: \$10.87/hour

Hours: Up to a maximum of 15 hours per week.

Work term: January 4 – April 24, 2012.

Deadline date to apply: Position open until filled.

Please apply by e-mail to studentemployment@douglas.bc.ca

Please submit your resume as an MS Word or PDF file attachment, including your Douglas College student number or indicating enrolment at another post secondary institution.

IMPORTANT NOTE: Before commencing work at Douglas College successful applicants will be required to meet with Human Resources for an orientation session. At this meeting, applicants will be required to bring a void cheque and Social Insurance Number card.