



University College  
of the North

## EDUCATION ASSISTANT

### Community Industry Solutions / Faculty of Arts, Business, & Science

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We offer a generous Total Compensation Package with health benefits, great pension plan along with the opportunity for personal and professional growth.

#### DUTIES

FABS requires on-site education assistant(s) in Pukatawagan to support students taking the Bachelor of Arts program. Duties will include tutoring and mentoring students, working with course instructors to support students, and working with other on-site staff to ensure effective use of technology while students are in class only. Individual must be a resident of Pukatawagan. Classes will run Tues-Wed-Thurs from 6pm-9pm every week (excluding summers) from February 6, 2024 to April 13, 2028.

#### REQUIRED QUALIFICATIONS

- Bachelor of Arts Degree; an equivalent combination of education and experience may be considered,
- Experience mentoring and/or tutoring adult students,
- Excellent organizational skills,
- Ability to work independently, as well as part of a team,
- Knowledge and experience with learning technologies (e.g. D2L, Zoom, Teams),
- Strong interpersonal skills
- Effective time management skills
- Commitment to life-long learning

#### ASSETS

- Experience teaching in a post-secondary environment,
- Experience and/or knowledge and understanding of Indigenous cultures.

#### CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada,

*Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)*

*UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities, visible minorities, or women and men in non-traditional roles. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.*

*Please indicate in your subject line the competition number for which you are applying.*

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca)*

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

**COMPETITION NUMBER**  
24-010

**CLOSING DATE**  
February 15, 2024; however,  
will remain open until filled.

**SALARY RANGE**  
\$25.71 to \$30.40 per hour;  
plus, remoteness allowance

**POSITION LOCATION**  
Pukatawagan, Manitoba

**POSITION TYPE**  
Casual Position

**APPLY TO**  
Email: [sbulycz@ucn.ca](mailto:sbulycz@ucn.ca) (PDF  
preferred format)  
University College of the  
North,  
Attention: Human Resources  
P.O. Box 3000 R9A 1M7  
Fax: (204) 623-4414