



## LEARNING TECHNOLOGIES FACILITATOR

**Classification: Educational Assistant 1**

**Part-Time Regular Position: Up to 18 hours per week**

**(from September 2021 to May 2022)**

**The Pas, Manitoba**

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Aboriginal learners and mature students.

**The Position:** UCN is seeking an Educational Assistant to work with faculty and students, to facilitate courses that use learning technologies and to provide general support regarding the use of learning technologies. The Learning Technologies Facilitator will also provide other kinds of support to faculty and students related to the delivery of programming through technology, including creating relevant resource materials and/or referring faculty and students to a variety of other UCN resources as required

### Qualifications:

- Completion of courses in a post-secondary institution
- Demonstrated experience in distance learning technologies (e.g. web-conferences, Learning ManagementSystem (LMS), Can8, etc.)
- Excellent computer application skills (e.g. MS Office, email, internet searches, trouble-shooting, etc.)
- Effective communication skills
- Effective interpersonal skills
- Excellent organizational skills
- Excellent problem-solving skills
- Demonstrated self-management skills and ability to maintain confidentiality
- Ability to adapt to a dynamic work environment (e.g. with changing class schedules)
- Ability to work independently as well as within a team environment
- Comfortable working in a classroom with students and faculty to support the management of a positive learning environment
- Demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
- Personal experience and/or knowledge and understanding of the Aboriginal culture

### Assets:

- The ability to speak an Aboriginal language
- Previous tutoring experience
- Certificate in Adult Education
- Instructional Design, graphic editor, and curriculum development knowledge

### Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- The candidate must be available to work evenings and/or weekends
- As of November 1, 2021, all students, faculty, staff, and visitors must be vaccinated for Covid-19 if they intend to be physically present at a UCN facility.

Applicants are asked to provide a cover letter, resume and three letters of reference with their application.

Applicants must demonstrate in their cover letter and their resume how they meet the qualifications.

*Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

**Competition Number:** 21-071  
**Closing Date:** September 23, 2021; however, will remain open until filled  
**Salary Range:** \$22.03 to \$25.71 hourly, plus remoteness allowance

**Apply to:** University College of the North, Attention: Human Resources  
P.O. Box 3000  
The Pas MB R9A 1M7 Fax: (204) 623-4414  
Email: [hrinfo@ucn.ca](mailto:hrinfo@ucn.ca) (preferred format)

**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 letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*Human Resources will work with applicants who require accommodation during the application or the interview process.*

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