



University College  
of the North

## LEARNING TECHNOLOGIES FACILITATOR UCN Norway House Regional Education and Training Centre

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degree, diploma 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

A Learning Technologies Facilitator (LTF) is needed at the UCN Norway House Centre to provide assistance to faculty and students in distance classes. A qualified, supportive UCN person is needed during daytime, evening or weekend hours, during technology-mediated classes, to provide student and faculty support. The LTF position will be a permanent seasonal position starting two weeks prior to the start of classes for each academic year (August/Term 20) and will end on the last week of June the following year when all classes have been completed and to allow for wrap up of administrative duties and storage of equipment.

### REQUIRED QUALIFICATIONS:

- Grade 12 High School Diploma
- Completion of post-secondary courses in computer related field
- Experience in using computer technology
- Demonstrated strong computer application skills (e.g. MS Office, online searches, trouble-shooting).
- Combination of education, skills, and experience may be considered
- Good communication skills (both oral and written)
- Demonstrated self-management skills
- The successful candidate is expected to be an advocate of distance learning technologies to both students and faculty.
- Strong interpersonal skills
- Excellent organizational skills
- Effective time management skills
- Strong critical thinking and leadership skills
- Experience and/or knowledge and understanding of Indigenous cultures

### ASSETS:

- The ability to speak an Indigenous language (Cree preferred)
- Experience using distance learning technologies (e.g. Zoom, Video conferencing, Microsoft Teams, Desire2Learn, Can8, and other.)
- Previous experience working with adult learners.

### CONDITIONS OF EMPLOYMENT:

- Candidates must be legally entitled to work in Canada
- Able to work evenings or weekends as required.
- Valid class 5 driver's license, or equivalent

Applicants are asked to provide a cover letter, resume and three references with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications.

*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. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. 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 three 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, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and 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**  
22-035

**CLOSING DATE**  
May 25, 2022; however, will remain open until filled

**SALARY RANGE**  
\$46,261 to \$54,621 per annum, plus remoteness allowance

**PAY CLASSIFICATION**  
Educational Assistant

**POSITION LOCATION**  
Norway House, Manitoba

**POSITION TYPE**  
Full-Time, Regular  
Position

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