

Job Title: Academic Strategist, Accommodated Learning Centre

Job Location: University of Lethbridge, Accommodated Learning Centre

Position Type: Casual

Number of Positions: 1-5

Targeted Disciplines and Degrees: Education

Job Description:

As part of a dynamic team of professionals assisting students within the Accommodated Learning Centre, Strategists will work one on one with students with disabilities to assist them in the development of personalized strategies that will ultimately enhance their overall approach to learning. Strategists will assess and monitor a student's skills and abilities in order to ensure they are studying at an optimal level and succeeding in their academic pursuits. These are casual, part-time positions with no guarantee of hours.

Expectations:

- Foster self-advocacy and encourage independence
- Create a professional, caring rapport with the student
- Provide writing skill assistance as needed
- Seek out and apply relevant learning strategies in areas of need which may include but are not limited to:
 - Organization
 - Time Management
 - Note Taking
 - Exam Preparation
 - Reading
 - Writing
 - Conceptualization
 - Memory
- Assist in connecting student with services on campus
- Refer or redirect students back to ALC staff where appropriate
- Assist student in planning projects and papers, exam preparation, and coping strategies
- Uphold academic integrities
- Develop a suitable schedule with the student that reflects individual need

Competencies:

- Master's Degree in Education preferred; Bachelor's Degree in Education completed or in progress may be accepted
- Experience teaching academic strategies to others; please also include academic strategy training if applicable
- Teaching experience

- Proven success in a post-secondary environment
- Exceptional critical thinking skills
- Understands the value of encouraging self-advocacy
- Attention to detail with great organizational skills
- Exceptional time management ability
- Experience working with individuals with learning challenges and understanding of learning disabilities
- Excellent written and verbal proficiency in English
- Exceptional communication skills
- Applied use of learning strategies in a post-secondary setting
- Familiarity with the University of Lethbridge and its services
- Works well with others, willing to collaborate
- Demonstrates high degree of confidentiality, discretion, empathy, and professionalism
- Respect for University of Lethbridge policies and procedures

Staff at the Accommodated Learning Centre will match successful candidates with students requiring academic assistance. Each strategist will have a caseload of 1-5 students, depending upon need and availability. Scheduling is highly flexible and will be arranged directly between the strategist and student; strategists must be extremely reliable and willing to meet their commitments to their students.

How to Apply:

Interested applicants should email a copy of their resume, cover letter, and transcripts (working copy is accepted) to Megan Paul – megan.paul@uleth.ca . No drop-in or phone inquiries will be accepted; only those candidates selected for an interview will be contacted.

Interviewees will be asked to discuss their own strategies, academic successes, organization techniques, communication styles, and content knowledge. Interviewees should also be prepared to present materials that show their academic competency, such as notes or writing samples, and to participate in a role-play strategy session to demonstrate their abilities.

Application Material Required: Resume, Cover Letter, Transcript

Email to: megan.paul@uleth.ca