

**Job Title:** Tutor for Students with Disabilities

**Job Location:** University of Lethbridge, Accessible Learning Centre

**Position Type:** Casual

**Number of Positions:** 1-5

**Targeted Disciplines and Degrees:** Accounting, Blackfoot, Campus Alberta Applied Psychology, Economics, Finance, Health Sciences, Management, Political Science, Psychology, Women & Gender Studies.

\* A full list of courses can be found at the end of the document.

**Job Description:**

As part of a dynamic team of professionals assisting students within the Accessible Learning Centre, Tutors provide focused assistance directly related to a specific subject of study or to the development of writing skills. **The tutor will have previously taken the courses or maintained specializations for which the student needs assistance.** Candidates must exhibit a high level of patience, compassion, and adaptability. We are looking for leaders who can demonstrate independent thinking and the ability to problem solve. This position is an excellent career development opportunity for candidates interested in furthering their experience in teaching, coaching, supervising, and curriculum planning. These are casual, part-time positions with no guarantee of hours.

**Expectations:**

- Create a professional, caring rapport with the student
- Uphold academic integrities
- Assist in planning projects and papers
- Assist in content focused exam preparation
- Assist with reading and conceptualization of materials
- Provide writing skill assistance as needed
- Help students organize information for papers and projects
- Develop a suitable schedule with the student that reflects individual need, pre-book suitable workspace on campus
- Adapt methods and approach to students' learning needs

**Competencies:**

- Master's Degree preferred; Bachelor's Degree completed or in progress may be accepted
- Proven academic success in a post-secondary environment
- Exceptional critical thinking skills
- Attention to detail with great organizational skills
- Exceptional time management ability
- Understanding of learning disabilities
- Excellent written and verbal communication skills (exceptional English proficiency)

- 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 Accessible Learning Centre will match successful candidates with students requiring tutoring. Each tutor will have a caseload of 1-5 students, depending upon need and availability. Scheduling is highly flexible and will be arranged directly between the tutor and student; tutors 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 to [megan.paul@uleth.ca](mailto:megan.paul@uleth.ca). No drop-in or phone inquiries will be accepted; only those candidates selected for an interview will be contacted.

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ACCT 2100

ACCT 2400

BKFT 1000

CAAP 6\*\*\*

FINC 3040

HLSC/ PSYC 3570

MGT 4090

MGT/ ECON 2070

WGST/ POLI 3850