

Literacy Assistant (Contract Youth Employment Opportunity)

Date of Posting: October 2, 2018	Closing Date: October 19 th , 2018
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Overview:

Under the supervision of the coordinator or designate, the Literacy Assistant has the responsibility of providing tutorial support to learners and provide clerical support when required.

Responsibilities:

- To facilitate one on one and small group tutoring for students;
- To provide learners with appropriate printed, audio/visual and digital resource materials to supplement course materials;
- To attend all classes and provide tutorial assistance to learners;
- To assist the instructor in course preparation and organization of resources and materials;
- Assessment of clients seeking to access the LBS program;
- Development of individualized learner plans;
- Completion of all required documentation in a timely fashion;
- Ongoing client file management;
- Other related duties as assigned

Other

- Demonstrate interpersonal skills through respect, sharing and caring
- Exceptional written and verbal communication skills
- Ability to work with minimal supervision
- Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, and Windows 10
- Awareness of Six Nations community diverse culture
- Willingness to work as a team member
- Willingness to support the special mission and learning environment of Six Nations Polytechnic Inc.
- Be of good mind
- Maintain strict client confidentiality

Qualifications:

- Completion of an OSSD (grade12) or equivalent
- Qualified candidates must possess excellent computer skills
- Experience working with adults in various educational/learning settings
- Knowledge of community services and agencies for the purpose of external referrals



Salary:

Salary to be confirmed and dependent upon incumbent's combined qualifications and experience.

Application Procedure:

Applications must include:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional, community, and/or academic references.**
4. This position is funded for youth ages 15-30 inclusive, who are on-reserve residents and are underemployed or unemployed

All application materials can be sent to the attention of: Patricia Greene at:

Patricia.Greene@snpolytechnic.com

By 4:00pm on October 19, 2018. No late applications will be accepted.

Please put "Literacy Assistant" in the subject line.

Or

in a sealed envelope mailed or hand delivered, clearly marked "Literacy Assistant" to: Six Nations Polytechnic Inc. 2160 Fourth Line Road, PO Box 700 Ohsweken, Ontario N0A 1M0