



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Term 1 Part-time Tutorial Leaders for Spanish

St. Thomas More College is an equal opportunity employer, committed to Employment Equity. Members of Designated Groups (Indigenous people, people with disabilities, and visible minorities and women) are encouraged to self-identify on their applications.

Term of Employment: September 1, 2021, to December 23, 2021

Hours of Work: Synchronous tutorials are scheduled for **FRIDAYS during Term 1 and will commence September 24, 2021.** Times for tutorials are: 10:30 am -11:20 am (SPAN 114 s.61), 11:30 am -12:20pm (SPAN 114 s.63), and 12:30 pm -1:20 pm (SPAN 117 s.61) on Fridays. and the last one will be held on December 3, 2021. **The last tutorial will be held on Friday, December 3, 2021.**

Delivery mode: Remote learning (via WebEx/Zoom/etc.)

Salary: Student Assistant rates commensurate with education level. Undergraduate Student rates: \$12.54 to \$16.96 per hour. Graduate Student rate: \$21.48 per hour.

Nature of the Work

Reporting to Dr. Allison Smith, Tutorial Leaders for Spanish at St. Thomas More College are responsible for delivering quality face-to-face education to undergraduate students in small group tutorials (not normally exceeding 40 students). Tutorials facilitate learning in university courses.

Duties and Responsibilities

- Prepares well for tutorial meetings in order to carry out the stated aims and objectives of the tutorials or seminars which they are delivering.
- Leads tutorials at specific times as set by timetabling requirements for the specific undergraduate course, participating from scheduled start to end time.
- Facilitates and guides group discussion enabling participation of students.
- Maintains a conducive atmosphere and environment for that discussion to take place.
- Assists in student attendance record keeping.
- Compiles brief reports on the attendance and work of each student.
- Administers and grads two (2) tutorial quizzes.
- Other duties as may be assigned.

Qualifications

Skills: In addition to exceptional speaking skills in Spanish, the Tutorial Leader must have: the ability to present information; effective communication skills; analytical skills; an understanding and interest of the subject areas being taught; and the ability to lead group activity.

To apply for this position, please email a cover letter, résumé, transcript, and current contact information for three references to Dr. Allison Smith, Ph.D., St. Thomas More College, asmith@stmcollege.ca

Closing date: Application review will begin immediately. Applications will be accepted until the position is filled. Only short-listed candidates will be contacted for interview.