



# ST. THOMAS MORE COLLEGE

## UNIVERSITY OF SASKATCHEWAN

### Term 1 Part-time Tutorial Leader 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:** 1 September 2024, to 23 December 2024

**Hours of Work:** Tutorials are scheduled for **FRIDAYS during the fall semester and will commence 13 September 2024**. Times for tutorials are: 11:30 am - 12:20 pm (SPAN 114 s.61) and 1:30 pm - 2:20 pm (SPAN 117 s.61) on Fridays.

**The last tutorials will be held on Friday, 29 November 2024.**

**Delivery mode:** In person

**Salary:** Student Assistant rates commensurate with education level. Undergraduate Student rates: \$14.00 to \$16.96 per hour. Graduate Student rate: \$22.12 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 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 grades two (2) tutorial quizzes.
- Other duties 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](mailto: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.**