



JOB POSTING

Date: August 25, 2022

Competition: #22-88

WRITING CENTRE STUDENT ASSISTANT (CASUAL)

Casual term to April 30, 2023 (with possibility of extension)

(MUST BE AVAILABLE FOR A MINIMUM OF TWO HOURS PER WEEK - MAXIMUM 6 HOURS PER WEEK)

This posting is only open to currently enrolled students at JIBC

Position: Writing Center Student Assistant
Division: Student Affairs
Reporting To: Writing Centre Facilitator/Instructor

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

The Writing Centre Student Assistant is a senior student who is responsible to assist JIBC students with their academic writing, including reading and recommending changes to written work of students in order to make the writing stronger. The Writing Centre Student Assistants do not edit student papers but use the process of making recommendations on the paper to help students acquire better writing skills.

Primary Responsibilities:

- 1. Reviewing Papers, Essays and written assignments**
 - Review students papers submitted online;
 - Provide recommendations for improving the paper on a form;
 - Meet with students to review recommendations;
- 2. Participate in training and team meetings**
 - Must participate in a training program prior to working directly with students to learn how to provide the feedback to students;
 - Required to participate in Writing Center team meetings to stay up to date on policies and procedures in the role, and be available one to one meetings with the Writing Center Facilitator/Instructor;
 - Participate in study skills workshops as necessary and available.

Qualifications & Requirements:

- Student must be registered in at least three or more JIBC courses;
- Student must have completed at least one year of a JIBC program, or have one year of experience in post-secondary studies;
- Maintain a GPA of 2.5 and be in good academic standing with JIBC;
- Have the endorsement of two faculty members for the role and at least one of them has to endorse their literacy skills;
- Demonstrated English language skills together with strong oral and written communication skills;
- Demonstrated initiative in the completion of work assignments;
- Demonstrated ability to communicate courteously and effectively in person, in writing, and over the telephone with staff, faculty, administrators, students and the public, including government and ministry personnel;
- Proven ability to work independently and as part of a team;
- Excellent presentation, written and verbal communication skills;
- Proven ability to work as a team member;
- Excellent attention to detail.

Salary Range: \$19.00 per hour (BCGEU) plus \$0.79 per hour in lieu of benefits

Posting Date: August 25, 2022

Closing Date: September 8, 2022

Please submit a *resume/CV and cover letter* quoting Competition #22-88 via email to: hr@jibc.ca

For more information, please feel free to contact:

Mary Kallberg, Senior Manager, Student Learning Supports and Disability Resources at: mkallberg@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

