



Date: September 13, 2023

Competition: # 23-82

APPLICATIONS ARE INVITED FOR THE FOLLOWING PART-TIME TERM POSITION (TERM TO APRIL 30, 2024)

(Must be available for a minimum of two hours per week)

This posting is only open to students currently enrolled at JIBC

Position: Writing Centre Student Assistant

Division: Student Affairs

Reporting To: Writing Centre Facilitator/Instructor

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position 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: \$21.60 per hour

Posting Date: September 13, 2023

Closing Date: September 28, 2023

Please feel free to contact Hunter Hastings at hhastings@jibc.ca for more information about this position.

Please submit a resume/CV, cover letter, quoting Competition #23-82 via email to hr@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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