

## **Residence Academic Support Assistant**

### **Position Details:**

The Residence Life Office is hiring Residence Academic Support Assistants to work up to 9 hours per week consulting individually with first year students living on campus to provide academic support. The Assistants are part of the Residence Life Team and are expected to address a diverse range of academic issues commonly faced by first-year students, particularly as related to writing, science and/or mathematics.

Assistants will be expected to work up to two 3-hour shifts per week in the evening (8 p.m. to 11 p.m.; Sundays to Wednesdays) as well as commit up to two hours bi-weekly for training and development.

While preference will be given to graduate students, upper year students with demonstrated tutoring experience will be also be considered.

### **Job Requirements:**

- Enjoy working with and being part of a team that will grow and develop on campus academic supports for first year students living in residence.
- Interest in or experience with designing and delivering academic skills workshops. Past teaching and tutoring experience preferred.
- Expertise in supporting writers for whom English is an additional language.
- Experience or ability to work with writers from across the disciplines.
- Demonstrated record of academic excellence, particularly in regard to mathematics and/or writing.
- Understanding and empathy for the academic challenges faced by first year students.
- Ability to be tactful in moderately emotional situations where ambiguity may be high and no simple solutions are readily apparent.
- Strong sense of personal and professional integrity.
- Excellent personal organization, time management, and dependability.
- Excellent oral communication and interpersonal skills and able to relate well to others in a team and large groups.
- High acceptance of diversity and respect for individual differences.
- Be familiar with the University library, Student Success Centre, and other academic resources.
- Be able to work both independently with little supervision and as part of a larger team.
- A firm understanding of the McMaster Student Code of Conduct and FIPPA Guidelines.

- Current enrolment as a McMaster University graduate student or upper year student.