**Position:** English as an Additional Language Graduate Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University

**Description:** The English as an Additional Language Graduate Facilitator is a paid position for a current SFU graduate student committed to supporting EAL students (undergraduate and graduate) both individually and in group settings, with the goal of helping them develop their academic English proficiency. The Facilitator’s main duties are to (1) provide academic coaching in the form of one-to-one consultations (in person and/or virtual) with a focus on academic writing, speaking, and presentation skills; (2) deliver workshops (in person and/or virtual); 3) occasionally undertake short-term projects to develop and/or improve EAL resources and supports at the direction and discretion of SLC supervisor(s). This last duty may include researching and compiling handouts or other resources. The distribution of contract hours across these three duties may vary.

The Facilitator is based in the Student Learning Commons (SLC) in the Bennett Library, Burnaby, but may also work some shifts at the SFU Surrey and SFU Vancouver campuses. The Facilitator works under the supervision of the EAL Services Coordinator.

**Minimum Qualifications:**

- Registration at SFU for a graduate program;
- Demonstrated oral and written communication skills in English (demonstrated oral and written communication skills in additional languages considered an asset);
- Demonstrated experience providing academic English language support, including, but not limited to, providing support for writing, reading, speaking, listening and grammar;
- Demonstrated ability to work with students individually and in groups;
- Demonstrated presentation skills;
- TESOL certification (or equivalent) or formal experience working with EAL students

**The EAL Graduate Facilitator is expected to**

- communicate well with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour
- assist students to reflect on their writing/communication skills and develop their own writing/speaking abilities by asking questions and helping them internalize concepts and strategies
- provide effective facilitation of workshops and small group discussions about writing and speaking concerns and strategies
- be knowledgeable about, and able to help students use, additional resources where needed, including culturally appropriate resources and resources that respect the diversity of Englishes used by students at SFU
- be reliable and punctual, and respond to email in a timely way
- keep all student matters and information confidential
- be comfortable using technology to deliver services
- participate in orientation and training (including observation and feedback) activities for continual improvement

**The Facilitator does not**

- assess student writing, learning ability, or academic performance
- proofread, edit, or “correct” students’ papers
allow their political, social, educational, philosophical, or other biases or preferences to create an unsafe working environment for students
focus on or answer questions about specific course content
respond directly to issues and concerns with service delivery
discuss student matters or share student information with instructors or student-services professionals outside of the department
coordinate services

Salary: $27.84 per hour (plus 4% in lieu of vacation)
Hours: Minimum 5 - maximum 15 hours per week, training included. Please note that some late afternoon/evening and Saturday hours will be required.
Term: September 2021-December 2021, with the possibility of reappointment in subsequent terms
Location: The position will involve a combination of in-person and remote work. In-person work may take place across all three SFU campuses (Burnaby, Vancouver, and Surrey).

Application Process:
Applications must include electronic copies of:

- a cover letter and résumé/curriculum vitae in a single PDF attachment
- copy of undergraduate transcript (unofficial transcript is acceptable)
- copy of most recent transcript (unofficial transcript is acceptable)
- two (2) samples of academic writing (please provide details about the context of the samples, e.g., the assignment guidelines, if possible). Consider providing samples that demonstrate the disciplinary breadth of your writing practice.
- name and contact information for 2 academic references
- a scanned copy of a TESOL certificate (or equivalent)

Applications must be submitted via email to Timothy Mossman, English as an Additional Language Services Coordinator, Student Learning Commons by Tuesday August 3, 2021.

Simon Fraser University respectfully acknowledges the xwmaθkwəłəm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), sali líw ataʔh (Tsleil-Waututh), q̕íčə́ y (Katzie), kwikwəƛ̓am (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen Peoples on whose unceded traditional territories our three campuses reside. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.