JOB POSTING

**Position:** Graduate Learning Facilitator, Student Learning Commons, Library, Simon Fraser University

**Description:** The Graduate Learning Facilitator is a paid position for a current SFU graduate student committed to working with individual students in a variety of disciplines, with the goal of helping them develop and improve their academic learning strategies, such as study techniques, academic reading, note-taking, and time management. The Facilitator’s main duties are to (1) work one-on-one with students (including completing learning plans for undergraduate students in academic difficulty, particularly those in the Back on Track program), (2) deliver academic success workshops and sessions, and (3) undertake short-term projects related to one-on-one and group student academic support (which may include researching and compiling handouts or other resources). The Facilitator works under the supervision of an SLC Coordinator. Due to SFU and SFU Library’s COVID-19 response, this position will include a combination of on-campus and remote work.

**Minimum Qualifications:**
- An undergraduate degree;
- Registration at SFU for a graduate program;
- Demonstrated strong academic performance and knowledge of academic learning strategies;
- Demonstrated oral and written communication skills in English;
- Demonstrated presentation skills;
- Demonstrated ability to work with students individually and in groups.

**The Graduate Learning Facilitator is expected to:**
- Communicate effectively with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanor;
- Assist students to develop academically through asking questions and helping them internalize concepts and strategies;
- Provide effective facilitation of group discussions about academic concerns and strategies;
- Keep all student matters and information confidential;
- Be comfortable using technology to deliver services;
- Be knowledgeable about, and able to help students use, additional learning and writing resources where needed;
- Undertake occasional projects at the direction and discretion of SLC staff;
- Communicate effectively and in a collegial manner with all other members of the SLC team;
- Be reliable and punctual;
- Participate in orientation and training (including observation and feedback) activities for continual improvement.

**The Graduate Learning Facilitator does not:**
- Assess student writing, learning ability, or academic performance;
- Answer questions about specific course content.
Position: Graduate Learning Facilitator, Student Learning Commons, Library, Simon Fraser University (cont’d…)

- 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
- Schedule or coordinate services

Salary: $27.84 per hour (plus 4% in lieu of vacation)
Hours: Approximately 5-10 hours per week, with the possibility of more hours
Term: September to mid-December 2022, with the possibility of reappointment in subsequent terms
Location: The position and the associated work will involve a combination of in-person and remote work. In-person work may take place across all three SFU campuses (Burnaby, Surrey, and Vancouver).

Application Process:
Applications must include electronic copies of:
- Cover letter and resume/curriculum vitae in a single PDF attachment
- Names and contact information of 2 academic references
- Copy of most recent transcript and undergraduate transcript (unofficial transcript is acceptable)

Applications must be submitted via email to Cynthia Wright, Learning Services Coordinator, Student Learning Commons, at cawright@sfu.ca by Wednesday, August 17, 2022 by 4:00 pm. Interviews will take place in early September 2022, with the successful applicant beginning work in late September/early October 2022.

Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), sal̓il̓wətaʔɬ (Tsleil-Waututh), ɬəq̓ay̓cə (Katzie), kʷikʷəƛ̓əm (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.