

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. 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
- ☐ Be knowledgeable of, and able to refer students to University support services and resources
- ☐ 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

Position: Graduate Learning Facilitator, Student Learning Commons, Library, Simon Fraser University (cont'd...)

The Graduate Learning Facilitator does not:

- ☐ Assess student writing, learning ability, or academic performance
- ☐ 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
- ☐ Schedule or coordinate services

Salary: \$31.55 per hour (plus 4% in lieu of vacation)

Hours: Typically 5-15 hours per week, including paid training

Term: Approximately May 26 to August 1, 2025, 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. Most work expected to be done remotely, or on the Burnaby campus, though there could be the occasional need to work on either the Surrey or Vancouver campus

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 Dal Sohal, Acting Head, Student Learning Commons, at dsohal@sfu.ca by Sunday, April 27 at 11:59pm.

Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), səliłwətaʔt (Tsleil-Waututh), qíćəy̓ (Katzie), kʷíkʷəłəm (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.

SFU is committed to ensuring that no individual is denied access to employment opportunities for reasons unrelated to ability or qualifications. Consistent with this principle, SFU will advance the interests of underrepresented members of the work force, specifically Indigenous peoples, persons with disabilities, racialized persons, and women; embrace gender and sexual diversity; ensure that equal opportunity is afforded to all who seek employment at the University; and treat all employees equitably. Candidates that belong to underrepresented groups are particularly encouraged to apply.

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