

# POSTING NOTICE

**COMPETITION #:** SC-205-2526

**POSTING DATE:** February 2, 2026

**CLOSING DATE:** February 11, 2026

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Instructor Aide

**PROGRAM AREA:** Food & Retail Services

**SALARY:** As per Collective Agreement – Instructor Aide salary grid

**LOCATION:** Nipawin, SK

**POSITION TERM:** March 2, 2026 – June 25, 2026

**HOURS OF WORK:** 340 hours (Monday to Friday: 5 hours per day)

**STATUS:** Term / Part-Time

**IMMEDIATE SUPERVISOR:** Brandy Wicks, Lead Advisor

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

## **POSITION SUMMARY:**

Under the direction and guidance of the Coordinator or Manager, this position is primarily responsible for providing tutorial or instructional assistance to student to achieve their learning goals.

## **JOB DUTIES AND RESPONSIBILITIES:**

### **1. Instructional or Tutorial Assistance:**

- Provide instruction or tutorial assistance as assigned and in collaboration with student, instructor, learning specialist, counselor, and coordinator.
- Assist students with the preparation and study skills to meet learning goals.
- Evaluate student skills to provide instruction based on individual student or group learning needs.
- Adapt instruction for varying abilities by employing a variety of teaching styles and methodologies.
- Facilitate the learning outcomes of the program material as outlined by the instructor.
- Refer specific student program requests to appropriate college personnel.
- Participate in meetings and discussions with student, instructor, learning specialist and/or counselor as required.
- Provide academic and subject support (or be willing to learn in order to effectively provide support) via technology to individuals and small groups, as required.

### **2. Administration:**

- Monitor student skill development and progress and provide feedback to the supervisor, coordinator, instructor, learning specialist and/or counselor as required.
- Act as subject resource and maintain necessary program and instructional materials.
- Assist with record keeping or reporting of student progress, attendance, etc., as required.
- Be prepared to schedule hours of work according to demands of the position.

### **3. Additional Duties:**

- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience:

- The minimum educational qualification for this position is a relevant one year post-secondary education. This education would typically provide knowledge of adult education methodology or program area.
- The minimum amount of practical, related experience required to perform the duties of this position is one year in a similar role in a classroom environment and one year work experience in a business environment.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Knowledge of adult education and the Business Diploma and Office Education course content.
- Strong demonstrated knowledge of course areas, specifically math, economics and statistics.
- Demonstrated knowledge of computer applications, specifically Simply Accounting 2010 and Microsoft Office 2010.
- Basic knowledge of audio visual equipment and computer related assisted technologies.
- English as a first language and/or high level knowledge of the English language.
- Ability to work in a cross cultural environment, promote and encourage diversity, individual dignity and mutual respect.
- Ability to facilitate groups with differing opinions, experiences and backgrounds.
- Demonstrated ability to analyze and conceptualize needs and make recommendations.
- Demonstrated organizational skills to identify needs and establish priorities.
- Demonstrated time management skills.
- Ability to work with students with special learning needs or disabilities.
- Ability to communicate effectively, orally and written, with students, colleagues, and support services.
- Ability to motivate students to meet their goals and objectives.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements:

- Valid Saskatchewan Driver's license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.