

## POSTING NOTICE

**COMPETITION #:** SC-276-2526

**POSTING DATE:** May 28, 2026

**CLOSING DATE:** June 8, 2026

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL

**POSITION TITLE:** Instructor Aide (Tutor)

**PROGRAM AREA:** Business Certificate

**SALARY:** Instructor Aide Salary Grid

**LOCATION:** Melfort, SK

**TERM:** August 24, 2026 to April 30, 2027

**HOURS OF WORK:** 900 hours

**STATUS:** Term / Part-Time

**IMMEDIATE SUPERVISOR:** Maebe Pascua, Coordinator, Post-Secondary Education

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

### **TERM POSITION SUMMARY:**

Under the direction and guidance of the Coordinator, Post-Secondary Education, this position is primarily responsible for providing tutorial or instructional assistance to students to achieve their learning goals as they relate to the Business Certificate program. The instructor aide will act as a support for the Business Certificate students in Melfort. This position will also be responsible for the provision of tutoring sessions to the Melfort Business Certificate cohort, and ensuring this cohort of students is successfully connected to lectures being delivered out of Yorkton.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Instructional or Tutorial Assistance

- Provide instruction or tutorial assistance as assigned and in collaboration with student, instructor, learning specialist, advisor, 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 Certificate course content.
- Strong demonstrated knowledge of course areas, specifically math, economics and statistics.
- Demonstrated knowledge of computer applications, relevant Automated Accounting software and Microsoft Office.
- 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.