POSTING NOTICE

COMPETITION #: SC-328-2627
POSTING DATE: October 29, 2026
CLOSING DATE: November 9, 2026
CLOSING TIME: 12:00 PM
POSTED: EXTERNAL

POSITION TITLE: Instructor Aide (Tutor)
PROGRAM AREA: Primary Care Paramedic
CLASSIFICATION: Instructor Aide
SALARY: As per Collective Agreement
LOCATION: Melville, SK
POSITION TERM: November 2, 2026 – June 30, 2027
HOURS OF WORK: Casual (daytime or evening hours)
STATUS: Term / Casual
IMMEDIATE SUPERVISOR: Lead Advisor

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:
Under the direction and guidance of the Lead Advisor, this position is primarily responsible for providing tutorial or instructional assistance to learners, in the Primary Care Paramedic program, to achieve their learning goals.

JOB DUTIES AND RESPONSIBILITIES:
1. Instructional or Tutor Assistance:

- Provide instruction or tutorial assistance as assigned and in collaboration with learner, instructor, learning specialist, advisor, and coordinator.
- Assist learners with the preparation and study skills to meet learning goals.
- Evaluate learner skills to provide instruction based on individual learner 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 learner program requests to appropriate college personnel.
- Participate in meetings and discussions with learner, instructor, learning specialist and/or advisor 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 learner skill development and progress and provide feedback to the supervisor, coordinator, instructor, learning specialist and/or advisor as required.
- Act as subject resource and maintain necessary program and instructional materials.
- Assist with record keeping or reporting of learner 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 Primary Care Paramedic course content.
- 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 learners with special learning needs or disabilities.
- Ability to communicate effectively, orally and written, with learners, colleagues, and support services.
- Ability to motivate slearners 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 remotely

3. Other Requirements:

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