POSTING NOTICE

COMPETITION #: SC-331-2627
POSTING DATE: October 29, 2026
CLOSING DATE: November 9, 2026
CLOSING TIME: 12:00 PM
POSTED: EXTERNAL

POSITION TITLE: Instructor Aide (Tutor)
PROGRAM AREA: Health Programs, Trades Programs, and/or Math
CLASSIFICATION: Instructor Aide
SALARY: As per Collective Agreement
LOCATION: Yorkton, SK
POSITION TERM: As soon as possible – 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 a variety of Health and Trades programs as well as Math, 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 Continuing Care Assistant 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.