



WRITING & LEARNING CONSULTANT (ENGLISH LANGUAGE LEARNING) (CONTRACT)

POSITION SUMMARY:

Reporting to the Director, Writing & Learning Centre (WLC) and working closely with the English Language Learning (ELL) Specialist, Writing & Learning Centre, the Writing & Learning Consultant (ELL) is responsible for the development and delivery of writing, academic, communication and/or studio learning support programs and services for English Language Learners (ELL) at OCAD University (OCAD U) with an aim of enhancing ELL student academic performance and engagement. The Writing & Learning Consultant (ELL) also acts as a resource in the area of ELL student writing, learning and communication skills development and is part of a team of staff delivering writing and learning services and programs for the OCAD U community. The emphasis of this role is on one-on-one writing and academic skills consultations with ELL students.

RESPONSIBILITIES:

- Provide individual writing and academic skills consultations for ELL undergraduate and graduate students
- In collaboration with the ELL Specialist, design and deliver workshops and other programs on writing and learning topics relevant to ELL students at OCAD U
- Develop and maintain ELL writing, academic, communication and/or studio learning resources in print and on-line formats as required
- Assist with on-going program research and evaluation
- Contribute to WLC promotional and outreach initiatives related to ELL student writing, academic and/or studio learning programs and services at the WLC as required
- Collaborate with the ELL Specialist to deliver faculty and staff professional development and training sessions on topics related to the writing, academic and/or studio learning pedagogy and the needs of ELL students at OCAD U, as required; provide individual and group consultations as required
- Maintain currency in the demands of the OCAD U curriculum and advances and trends in writing, studio learning and academic support service provision for ELL students in post-secondary education, including art and design education
- Fulfill WLC program documentation requirements and assist with program reports as required
- Assist the Director in other related duties that contribute to the successful operation of the WLC and support the Centre's strategic objectives

QUALIFICATIONS:

- Master's Degree in Fine Art, Design, Education, Humanities, or Social Sciences, with a minimum of two years' experience working in a university writing centre or similar student support unit delivering programs to enhance student learning, or equivalent
- Significant experience providing writing and learning support services to non-native speakers of English; TESL certification preferred
- Experience studying and/or working in another language strongly preferred
- In-depth understanding of ELL student writing and learning issues in higher education
- Post-secondary studies in Art or Design an asset; past or present art or design practice an asset
- Excellent academic and professional writing skills with knowledge of different writing genres and disciplines; familiarity with both art and design writing genres a strong asset

- Strong knowledge of writing pedagogy and educational program development skills
- Demonstrated experience designing, delivering and evaluating skills-building workshops for students
- Excellent group facilitation and instructional skills
- Demonstrated experience supporting student writers and learners of diverse backgrounds and with diverse learning styles
- Experience collaborating with faculty in an educational capacity an asset
- Demonstrated experience producing educational resources and handouts; experience developing writing and learning resources to support online education an asset
- Demonstrated commitment to the principles of equity and diversity; and proven ability to deal effectively with a diverse population
- Excellent communication, interpersonal and leadership skills, and a demonstrated ability to exercise tact, sound judgment and commitment to confidentiality
- Demonstrated ability to take initiative, excellent organizational and time management skills
- Computer literacy including working knowledge of all Microsoft Office applications; facility with social media an asset

HOURS OF WORK: This is a part-time contract for 12 hours per week and the expected duration is from September 2015 – April 2016.

COMPENSATION: \$27.08 TO \$35.60 PER HOUR

APPLICATION DEADLINE: AUGUST 20, 2015

Interested applicants are invited to submit an updated resume with a cover letter online by clicking on the “Apply for the Position” button below.

As an employment equity employer, we encourage applications from women, Aboriginal peoples, visible minorities, persons with disabilities, and persons of all sexual orientation or gender identity.

OCAD U is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform OCAD U of your requirements. For more information please review OCAD U's [Accommodation in Employment for Persons with Disabilities](http://www.ocadu.ca/services/human-resources/employment-opportunities) policy. - See more at: <http://www.ocadu.ca/services/human-resources/employment-opportunities>

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.