



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

### POSITION SUMMARY:

The Writing & Learning Consultant (ELL) will report to the Director, Office of Continuing Studies (OCS) and the Director, Writing & Learning Centre (WLC). Working closely with the Program Coordinator, English for Art and Design (EAD) and 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. This role provides student language and grading support during the summer for English for Art and Design (EAD), a non-credit academic language preparedness program for incoming OCAD U students. During the regular academic year, the emphasis of this role is on one-on-one writing and academic skills consultations with ELL students. 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.

### RESPONSIBILITIES:

- Provide ELL in-class and grading support for the EAD Summer Program
- Provide drop-in writing and academic support for EAD students
- 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
- 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 and academic support needs of ELL students at OCAD U, 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 with on-going program research and evaluation as required
- Assist the Directors in other related duties that contribute to the successful operation of the WLC and support the Centre's strategic objectives

### QUALIFICATIONS:

- Masters degree in Fine Art, Design, Education, Humanities, or Social Sciences, with a minimum of two (2) 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 required
- In-depth understanding of ELL student writing and learning issues in higher education
- 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
- Past or present art or design practice an asset
- Experience studying and/or working in another language an 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:**

EAD Summer Program:

July 4, 2016 – August 11, 2016, Monday to Thursday, 9:00am – 4:00pm (no class on August 1, 2016)

During this period, the Writing & Learning Consultant (ELL) will work 180 hours total. The Writing & Learning Consultant (ELL) will spend 20 hours per week, 5 hours per day, in class. The Writing & Learning Consultant (ELL) will spend an additional 10 hours per week supporting students outside of class during a regularly scheduled drop-in (hours to be determined).

From August 15, 2016 – April 14, 2017 the Writing & Learning Consultant (ELL) will work 12 hours per week providing writing and academic skills support to ELL students and assisting with ELL student resource development through the Writing & Learning Centre.

**COMPENSATION:** \$27.08 – \$35.60 per hour, plus 4% vacation pay and 6% in lieu of benefits

**APPLICATION DEADLINE:** May 18, 2016, or until position is filled.