



## EMPLOYMENT OPPORTUNITY English Monitor

### ABOUT MARIANOPOLIS COLLEGE

A private English-language college, Marianopolis College is recognized as one of Quebec's leading post-secondary colleges, specializing in pre-university education for about 2,000 students in a close-knit, student-centered community.

Since the Congrégation de Notre-Dame founded the College in 1908, Marianopolis has educated generations of motivated young people from all backgrounds who have helped transform Montreal and the world. A stepping-stone to the world's top universities, Marianopolis is proud of its well-earned century-old track record of peerless educational excellence and of its unparalleled ability to consistently graduate students on time and have some 85 percent of them gain acceptance to their first-choice school, many of them in their first-choice program.

Today, Marianopolis continues to foster a shared vision of education as transformative and liberating by remaining a unique community where learning and teaching occur in mutual respect in the classroom and beyond. Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of Quebec's top pre-university colleges.

### POSITION

<b>Title:</b>	English Monitor
<b>Supervisor:</b>	Associate Dean, Student Success
<b>Classification:</b>	Monitor
<b>Category:</b>	Support Staff
<b>Status:</b>	Part-Time, Contract Position
<b>Workload:</b>	21 hours to 24.5 hours per week
<b>Hourly Rate:</b>	\$23.17 to \$23.70
<b>Contract Dates:</b>	August 23, 2021 to December 1, 2021

### NATURE AND SCOPE

The English Monitor assists students in the Writing Centre and provides individualized and group plans and sessions to support English language skills, which in turn support student success.

### RESPONSIBILITIES

- Answers students' queries related to English language skills and provides error analysis of writing samples

- Facilitates and creates individual and small group sessions related to English comprehension, essay organization and expression, in the Writing Centre, on a regular basis with students who have identified weaknesses
- Meets weekly as per an established schedule with designated students
- Maintains a database of online resources related to English language skills
- Assists the Writing Professional in organizing and delivering workshops: e.g., to prepare students for the English Exit Exam
- Participates in the creation of College-specific materials related to English literacy
- Maintains statistics and qualitative records of student sessions
- Submits an end-of-semester report, as well as other reports as directed
- Collaborates with other services of the Learning Resource Centre to ensure effective delivery of services
- Assists with Writing Centre events and decorum
- Helps with the publicity about services of the Writing Centre
- Participates in exam invigilation as requested
- Fulfills other duties as required

#### **PROFESSIONAL ATTRIBUTES**

- Energetic with strong interpersonal and communication skills
- Highly organized with an ability to set priorities and meet deadlines
- Strong initiative, punctuality, and reliability
- Patient and respectful of others, able to explain concepts clearly

#### **QUALIFICATIONS**

- University degree (Undergraduate) in an appropriate field of specialization, such as ESL or TESL
- Experience working with or teaching ESL students
- Experience working at a Learning Centre is an asset
- Proficiency in Microsoft Office
- Familiarity with the Quebec college system is an asset
- Excellent written and spoken English (testing may be required)
- Ability to converse in French

#### **APPLICATION**

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Aboriginal peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than **5 pm on Monday, August 9, 2021** by e-mail to [careers@marianopolis.edu](mailto:careers@marianopolis.edu).