



EMPLOYMENT OPPORTUNITY

English Monitor

Contract position until December 19, 2022

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

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

WORKING CONDITIONS

Working Hours: Weekdays, either part-time or full-time
Hourly rate: \$23.17 to \$23.70
Contract start date: September 2022

APPLICATION

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

To apply, please send us your CV before September 20, 2022 to careers@marianopolis.edu