



## EMPLOYMENT OPPORTUNITY English Monitor

### 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.

### POSITION

<b>Title:</b>	English Monitor
<b>Reporting to:</b>	Associate Dean, Student Success
<b>Classification:</b>	Laboratory Technician
<b>Category:</b>	Support Staff
<b>Status:</b>	Seasonal, Contract position, Full-time
<b>Workload:</b>	Weekdays, 35 hours
<b>Hourly Rate:</b>	\$24.21 to \$32.32
<b>Contract Dates:</b>	February 6, 2023 to June 2, 2023

### NATURE AND SCOPE

Under the supervision of the Associate Dean, Student Success, the Monitor works in collaboration with teaching personnel to provide individualized support and group activities to develop and enhance student skills in relation to specific courses (e.g. English, French, Math).

### RESPONSIBILITIES

- Provides individualized support to students who encounter difficulties in their courses and liaises with Academic Departments regarding students' needs
- Communicates regularly with faculty on student progress.
- Assists faculty and staff with student evaluations
- Participates in the development of individualized and group workshops directly related to remedial work on identified student weaknesses and facilitates these activities

- Organizes, and disseminates College-specific educational material of interest to students (e.g. handouts on specific topics, grammar exercises, guides on the language exit exams, etc.)
- Maintains a database of relevant online resources and remedial exercise material
- Develops training for students related to technological tools to support student success (e.g. Antidote)
- Recruits, trains, and supervises student tutors
- Collects relevant data to assist decision making in terms of student success needs assessments and orientations
- Fulfills other related duties as required

### **PROFESSIONAL ATTRIBUTES**

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

### **QUALIFICATIONS**

- Diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation recognized as equivalent
- Proficiency in Microsoft Office (specifically Excel)
- Experience working at a Learning or Academic Skills Centre is an asset
- Familiarity with the Quebec college system is an asset
- Experience working with or teaching ESL students
- Excellent written and spoken English (testing may be required)
- Working proficiency in French

### **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 January 26, 2023 to [careers@marianopolis.edu](mailto:careers@marianopolis.edu)