



Learning Assistance Program: Empowering your learning

Personalized learning tools for your academic journey.

Positions: Tutors

Hourly Rate: \$25.00 (+ 4% in lieu)

Closing Date: Posting will remain open until positions are filled

Job summary

Do you enjoy helping students to create meaningful learning opportunities? Are you interested in getting paid to expand your teaching portfolio? Would you like to develop your network by connecting with other emerging scholars? If yes, then we'd like to hear from you.

The UVic Learning Assistance Program (LAP) is looking for graduate-level tutors to work one-on-one with students in specific course areas. We are looking for tutors with expertise in their fields including but not limited to: concepts and theories related to the discipline, area-specific methodologies, knowledge of disciplinary conventions and expectations, and experience serving students in post-secondary learning environments.

Duties and responsibilities

- Assist students in applying newly learned strategies and skills to their academic coursework
- Deliver a service that emphasizes the students' strengths and accomplishments and positions the student as the expert in their own learning
- Help students develop positive attitudes about learning and confidence in their ability to learn
- Connect students with appropriate academic resources or referrals
- Attend bi-weekly training and maintain consistent contact with LAP supervisors
- Provide regular, consistent one-on-one appointments
- Support the academic standards of UVic
- Maintain the confidentiality of personal and institutional information

As an LAP tutor, you will work with students on a per-request basis, so you are able to create a flexible schedule that works for you. While the LAP is not able to guarantee a minimum number of hours, new tutors receive approximately 10 hours of *paid* training per semester* and approximately 3-5 hours of *paid* training before beginning their work with students. (*with the exception of the summer term, May - Aug, during which no regular training will be held).

During the Fall & Winter semesters, there will be bi-weekly training sessions. New tutors are asked to attend either 90 minute session each week there is training.



How to Apply

Applicants must submit a **resume** and **completed application form** to learning@uvic.ca. Please follow submission instructions carefully.

Submission Instructions

1. Application package must include a resume and application form
2. Please title your application file as follows:
YourLastNameYourFirstName_Subject_TypeOfDocument
(e.g. PotterHarry_MATH_Resume, PotterHarry_MATH_ApplicationForm)
2. Please include answers to the questions below in the application form
3. Email application package to learning@uvic.ca with the subject title: **Tutoring at the LAP**

Please answer the following questions in the application under "Statement of Interest":

- Why are you interested in this position?
- What UVic courses are you interested in tutoring? Please look at the UVic 2020-2021 course calendar for course codes and include all that apply – e.g. CHEM 100, 102, 222, 231, etc.
<https://www.uvic.ca/calendar/future/undergrad/#/courses>
- What other UVic courses are you interested in and able to tutor? For example, are you a CHEM major interested in tutoring CHEM but also speak Spanish and can tutor SPAN 100 A and B? Are you a STATS major with an ability to tutor all 1st and 2nd year math courses? Please look at the UVic 2020-2021 course calendar for course codes and include all that apply.

NOTE:

In line with UVic's broader adaptations in light of COVID-19, all student tutoring meetings will take place remotely (Zoom, phone etc.) during the Fall 2020 term. All tutor interviews, tutor/strategist training, and all initial 'matching meetings' with students will also take place remotely.



Thank you for your interest in working with us! Please complete this form in full and submit the completed version with a resume to learning@uvic.ca. Please follow submission instructions carefully; incomplete submissions may not be considered.

Submission Instructions

1. File name format: YourLastNameYourFirstName_Discipline_TypeOfDocument (see examples below).
2. The application package must include:
 - Application form (example file name: CarrereTia_PSYC_ApplicationForm)
 - Resume (example file name: CarrereTia_PSYC_Resume)
3. Email files to learning@uvic.ca with the subject title: Tutoring with the LAP

The Learning Assistance Program (LAP) is committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the staffing process, please email learning@uvic.ca. Information relating to accommodation measures will be addressed confidentially.

General Information					
Family name		First name		Preferred name (if applicable)	
Phone number			Email address		
Are you entitled to work in Canada? If so, what qualifies you to work in Canada? https://www.uvic.ca/immigration/assets/docs/201507_EmploymentRegulationsforStudents.pdf					
Canadian citizen		Permanent resident status		Study permit + full time UVic student	

Education Information							
Are you a current UVic student?							
Undergraduate		Masters		PhD		Other (please explain)	
Field of study (e.g. chemistry)				Specialization in field of study (if applicable) (e.g. organic versus inorganic chemistry)			

Statement of interest

Please provide a brief statement describing your interest in working as a tutor with our program and the courses you are able to tutor (200 word limit).

Availability

Tutors work with students on a per-request basis. How many hours per week will you be available to work (minimum requirement of 6 hours)?

6		7-10		10+	
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What days and times are you available to meet with students? The LAP is open during business hours, so Tutors must be available for meetings Monday to Friday between 9:00-5:00.

Monday	Tuesday	Wednesday	Thursday	Friday
e.g. 9-1	e.g. N/A	e.g. 9-1	e.g. N/A	e.g. anytime

Tutors can also schedule tutoring meetings on the weekends. If you are available to work with students on the weekend, please include the days and times below.

Saturday	Sunday

Tutor Training: We provide paid professional development workshops (training) for Tutors.

1. New Tutor Training: New Tutors **must be able to attend one** of the New Tutor Training dates listed below. Please select the **all the dates** you'd be available to attend this Fall 2020.

Thurs. Aug. 27, 12:30-4pm		Thurs. Sept. 3, 9:30-1pm		Fri. Sept. 4, 9:30-1pm (tentative)	
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2. Ongoing Tutor Training: We provide paid bi-weekly workshops for new tutors. New tutors must attend bi-weekly workshops. From the list below, please select all the dates that you're available.

Training is biweekly, and the same session is repeated twice in the week (on the Monday & Wednesday). Tutors can choose to attend either session (Monday or Wednesday) every 2 weeks. Tentative training times for Fall 2020 are Mondays 3 - 4:30 and Wednesdays 9:30 - 11. All trainings will be held remotely via Zoom for the Fall 2020 term.

Please indicate if either or both of these times would work for you.

References

Please provide the following information for *three* references: full name (e.g. Dr. Tia Carrere), a description of your relationship (e.g. MA thesis supervisor), and their email address and phone number (tiacarrere@email.com 555.555.5555).

Name:
Relationship:
Email:
Phone number:

Name:
Relationship:
Email:
Phone number:

Name:
Relationship:
Email:
Phone number:

How did you learn about this opportunity?			
LAP / CAL employee		LAP / CAL student	
Department list-serv		Other (please explain)	