

## REGULAR PART TIME (RPT) OPPORTUNITY

### Junior Support Services Officer – Learning Facilitator

<b>Department:</b>	School of Community Studies	<b>Competition #:</b>	26-PTSS-03
<b>Campus:</b>	South – Windsor	<b>Classification:</b>	Junior Support Services Officer – Learning Facilitator
<b>Posting Type:</b>	Internal/External	<b>Hourly Wage:</b>	\$31.18
<b>Status:</b>	Regular Part Time: less than 12 months.	<b>Hours per Week:</b>	24 hours
<b>Position Test:</b>	Yes	<b>Weekly Schedule:</b>	Provided each semester Monday-Friday between 8am-6pm
<b>Clerical Test:</b>	No		
<b>Start Date:</b>	As soon as possible	<b>Closing Date:</b>	Tuesday February 24, 2026 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

#### **POSITION SUMMARY**

The incumbent reports to the Chair, School of Community Studies. The Learning Facilitator provides supports to CICE students related to the teaching and learning activities. Their primary role will be to assist the CICE student to maximize their potential in the College environment.

#### **CORE DUTIES & RESPONSIBILITIES**

- Attend classes with the student to promote smooth integration with other students and classroom faculty
- Adjusts modifications to reflect curriculum objectives to fit student needs pending faculty approval
- Meet with faculty to promote inclusion of students in the classroom
- Provide classroom support such as note taking, lab support, group work facilitating, and advocate students concerns

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION**

The ideal candidate must possess at minimum a 2-year diploma in a related discipline (ie. Developmental Service Worker, Educational Assistant, and/or Social Work).

##### **EXPERIENCE**

A minimum of 3 years of relevant and recent practical experience working with individuals with special needs in the learning/education environment.

As our ideal candidate,

- You will have excellent verbal and written communication skills with strong attention to detail
- You will have a high degree of multi-tasking and time management capabilities
- You are committed to providing excellent customer service
- You are able to think fast and problem solve where appropriate
- You will be proficient in MS Office

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

**All active internal applicants MUST apply through the St. Clair College online application system:**

<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.