

Educational Assistant Creative Arts

Full-Time Position Available August 20, 2018

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

The Educational Assistant, Creative Arts will be responsible for assisting instructors in the facilitation of student learning and assessment; develop/modify curriculum; maintain department equipment; Promote College/community relations; participate in professional development and perform other duties as assigned.

Required Qualifications:

- Diploma in communications related program with several years of related experience
- Proficient in the use of Adobe Creative Suite software used in Creative Arts department
- Experience in designing, building, and maintaining web sites using HTML, CSS, and Wordpress
- Experience in Mac OS and PC platforms
- Ability to work under pressure and communicate effectively in a team environment
- Previous experience in maintaining Audio Visual equipment
- Excellent verbal and written communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Previous experience working in a Post Secondary Educational institution

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Must be physically capable of regularly lifting up to 50 lbs.
- Must be capable of standing for long periods of time

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-099

Closing Date: July 18, 2018

Salary Range: \$42,668 - \$58,366 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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