

Student Support Aide

CONTINUING PART TIME POSITION COMMENCING AUGUST 22ND
COMPETITION #22-64



DUTIES AND RESPONSIBILITIES

Student Support Services is seeking a highly skilled, service-oriented individual for the position of Student Support Aide. The successful candidate will report to the Coordinator of Student Support Services and will work with other members of the Student Services team. This individual will provide support and assistance to students with physical disabilities, learning disabilities and mental illness.

- Provide support with organizational, study and time management skills for students with disabilities.
- Tutor students with disabilities in various program areas.
- Support with research papers, tests, assignments.
- Assist in the creation, implementation, and maintenance of individualized education plans.
- Support students with managing the stress and pressures of college.
- Work to promote social integration into College life for students with behavioral issues.
- Provide assistance to students with physical disabilities.
- Develop and implement individualized program planning for students with disabilities to enhance quality of life.
- Provide training and support to students with disabilities in the use of adaptive technologies.
- Prepare texts and documents in alternative formats.
- Collaborate with a support team consisting of parents, instructor staff, and relevant outside agencies.
- Note taking, scribing, oral reading as required.
- Maintain a balance of assisting the student and allowing independent work.
- Communicate with learning managers as required.
- Ensure classroom handouts are prepared for students.
- Plan and negotiate effectively with the student.
- Liaison with the coordinator of student academic services and others as required.

QUALIFICATIONS

- Diploma in Human Services or a related program from a recognized institution along with 3 years' work experience in a related field.
- Knowledge, and experience working in the field of disabilities and counselling skills would be an asset.
- Strong communication, interpersonal skills, and a service-oriented attitude.
- Understanding of disability issues and academic integrity.
- Experience working with individuals with disabilities.
- Preference will be given to candidates with a strong academic background, specifically in math.

WHY WORK FOR US?

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email, quoting the competition number 22-64

Human Resources

t: 902.629.4226

f: 902.566.9608

careers@hollandcollege.com

Only those selected for an interview will be contacted.

MORE DETAILS

Classification:

Student Support Aide (as per the Memorandum of Agreement between Holland College and the PEI Union of Public Sector Employees – [Administrative and Support](#))

DEADLINE:

Applications will be accepted until **August 7, 2022**.

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.