



Posted June 17, 2020

Graduate Academic Skills Workshop Facilitator

Number of positions	1
Contract	August 2020 – June 2021
Salary	\$26.27/hour
Approximate hours	Up to 100 hours per term

GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. We are currently seeking a workshop leader to develop and deliver our [Success in Graduate School](#) workshops. These workshops teach the best graduate academic practices related to study, research, writing, and presentation skills. If you would like to expand your teaching experience, have a mastery of English and excellent graduate-level academic skills, we encourage you to apply to join the 2020-21 GradProSkills Team.

Requirements:

- **MUST** be a graduate student, preferably a PhD student, enrolled in a Concordia graduate program from September 2020 to April 2021.
- Excellent written and spoken communication in English.
- Experience in teaching study, writing and presentation skills at the university level.
- Comfortable teaching or facilitating group discussions with adults in a multicultural setting.
- Comfortable giving and receiving feedback from graduate student peers.
- Knowledge of lesson plan development and different teaching methodologies, particularly in an online environment.
- Completion of the [Graduate Seminar in University Teaching](#) is highly desirable.
- Strong organizational skills and time management skills to work independently from home.
- Flexibility in terms of schedule.
- Working knowledge of Concordia's online training tools, notably Zoom and Moodle.
- Familiarity with Concordia's student services and the GradProSkills program.
- Willingness to work on other GradProSkills events/activities as required.

Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, July 6, 2020 at 11:59pm.**
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. **Please use the position title as the subject.**
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before July 31, 2020.**
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.