Success in Graduate School Workshop Leader

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 two workshop leaders to develop and deliver our Success in Graduate School workshops. These workshops teach 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 2019-20 GradProSkills Team.

Requirements:
- **MUST** be a graduate student, preferably a PhD student, currently enrolled in a Concordia graduate program and continuing in program until April 2020.
- Excellent written and spoken communication in English.
- Experience in teaching study, writing and presentation skills at 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.
- Completion of the Graduate Seminar in University Teaching is highly desirable.
- Experience writing successful grant and/or scholarship applications an asset.
- Strong organizational skills and flexibility in terms of schedule and organization of work.
- Demonstrated ability to perform professionally both independently and in a team environment.
- Familiarity with Concordia facilities, 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, April 15, 2019 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 May 31, 2019.**
- 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.

<table>
<thead>
<tr>
<th>Number of positions</th>
<th>2</th>
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<tbody>
<tr>
<td>Contract</td>
<td>May 2019 – June 2020</td>
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<tr>
<td>Salary</td>
<td>$24.93/hour</td>
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<tr>
<td>Approximate hours</td>
<td>Up to 260 hours</td>
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