

## Job title: Academic Skills Workshop Facilitator

<b>Number of positions:</b>	One (1)
<b>Contract type:</b>	Casual-Professional
<b>Contract date:</b>	July 15, 2026 – August 15, 2027
<b>Approximate hours:</b>	150–200 hours total
<b>Salary:</b>	\$35/hour
<b>Application deadline:</b>	Sunday, June 14 at 11:59 PM

**GradProSkills is seeking to hire up to one (1) graduate student to deliver academic skills workshops.**

These workshops focus on best academic practices related to study, research, writing and presentation skills. If you are looking to expand your teaching and coaching experience, have strong English communication skills, and demonstrate excellent graduate-level academic competencies, we encourage you to apply to join the 2026-27 GradProSkills Team.

### **Primary responsibilities:**

*Academic Skills Workshop Facilitators* play a crucial role in developing, delivering, and updating workshops that support graduate students' success throughout their academic journey and beyond. Facilitators ensure the materials remain current, inclusive, relevant and aligned with GradProSkills standards.

Responsibilities include:

- Update and facilitate existing workshop materials, ensuring high-quality, relevant content for graduate students, and develop new content as needed.
- Coach students for the annual Three Minute Thesis and Ma thèse en 180 secondes competitions.
- Facilitate workshops using interactive, active learning and skill-sharing approaches.
- Share workshop materials with participants and Workshop Hosts, while maintaining an up-to-date materials repository on SharePoint.
- Promote GradProSkills workshops, events and resources, while contributing to the program's continuous improvement.
- Collect and incorporate participants' feedback when reviewing and revising workshop materials.
- Debrief with GradProSkills administrative staff as requested and maintain timely and consistent communication with the team.
- Participate in monthly team meetings and occasional team check-ins.
- Demonstrate professionalism, accountability and reliable follow-through on assigned tasks and responsibilities.

## **Requirements:**

### **Applicants must:**

- **Be a graduate student, preferably a senior PhD student, enrolled in a Concordia graduate program from July 2026 to August 2027 and be in good academic standing.**
- Model success in academic writing principles through peer-reviewed publications and/or the completion of a graduate thesis.
- Be proficient in teaching academic study, writing and presentation skills at the university level.
- Have experience facilitating adult learning in diverse and multicultural environments.
- Possess Knowledge of lesson planning and effective teaching methodologies in both online and in-person settings.
- Be comfortable giving and receiving constructive feedback in a collaborative graduate student environment.
- Possess strong proficiency in using Concordia's online tools, particularly Zoom, Moodle, Microsoft Teams and SharePoint.
- Maintain professionalism, accountability, and consistent team communication through timely responses, proactive follow-up, regular updates, and reliable completion of assigned responsibilities.
- Show strong attention to detail and the ability to manage multiple responsibilities simultaneously.
- Have excellent written and spoken English communication skills.
- Demonstrate excellent organizational and time management skills.
- Exhibit flexibility in work schedule and environment (in-person and remote).
- Be able to work effectively both independently and collaboratively.
- Be familiar with Concordia facilities, services and the GradProSkills program.
- Have completed the [Graduate Seminar in University Teaching](#) (highly desirable).
- Be willing to support additional GradProSkills events and activities as required.

**Note:** The lesson planning, teaching abilities, written communication and presentation skills of shortlisted candidates will be assessed during the interview process.

## **Application process:**

Interested applicants must submit their application by email, including:

- **Resume**
- **Cover letter**
- **Academic writing sample demonstrating graduate-level academic writing skills such as thesis chapter, peer-reviewed publication, research paper, literature review, or conference paper.**

Submission guidelines:

- All application materials mentioned above must be combined into a single PDF document.
- File naming format: “LastName-FirstName\_Academic Skills”.
  - Example: Smith-John\_Academic Skills Workshop Facilitator
- Applicants applying to multiple positions **must submit separate applications for each role**. Applicants are expected to tailor their resume and cover letter for each position.
- Applicants may use GenAI tools when preparing their application materials; however, **any use of GenAI must be** acknowledged in the cover letter, indicating the tools and prompts used.
- Applications must be sent to [gradproskills-jobs@concordia.ca](mailto:gradproskills-jobs@concordia.ca) **using the position title as the subject**
- Deadline for submission is **Sunday, June 14 at 11:59 PM**.

We thank all interested graduate students for their applications. **Only shortlisted candidates will be contacted for an interview before July 15.**