TRSM Academic Success Centre

Hiring Information Session

Updated: March 14, 2019
Welcome
Land Acknowledgement

Toronto is in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.

- Aboriginal Education Council (2014)


Image on right: Eagle Staff presented to Ryerson University.
Welcome

Icebreaker

Please introduce yourself:

- Your name
- Your preferred pronouns
- Your major
- A fun fact about yourself
WELCOME

Agenda

- Introduction to the Academic Success Centre
- Positions & Requirements
  - Spring/Summer 2019
  - Fall 2019
- Hiring Process
- Testimonials
- Questions?
ABOUT US

Location & Services

Location: TRS 2-168 (8th floor)

We are here!
ABOUT US
Location & Services

Services & Supports Offered:

- Tutoring & Peer-Assisted Study Groups
- Learning Strategist
- Peer Academic Coaches
- Guided Academic Planning Program
- Coaching Circles & Workshops
- Resources and Referrals
ABOUT US

Five Pillars of the ASC

1. Supporting Student Transitions
2. Enhancing Students’ Academic Success
3. Connecting Students to Campus
4. Fostering Student Wellness
5. Providing Experiential Learning & Leadership Development Opportunities

Academic Success Centre

TED ROGERS
SCHOOL OF MANAGEMENT
Positions & Job Requirements

Spring/Summer 2019
POSITIONS
Spring/Summer 2019

1. Digital Learning Support Specialist ("DLSS") - 1 position

2. Learning/Transition Support Special Projects Assistant ("Special Projects Assistant") - 2 positions
POSITION DESCRIPTION

DLSS Role

- Storyboard, create, edit and upload academic videos
- Liaise with faculty and Digital Learning Support team to develop/review course content
- Participate fully in staff/technical training
POSITION DESCRIPTION
Special Projects Assistant Role

- Create and revise tutoring & learning support resources
- Co-facilitate summer training for Academic Peer Helper team
- Plan for and assist with campus-wide orientation initiatives
- Administrative tasks, as assigned
## QUALIFICATIONS

### Spring/Summer 2019 Roles

<table>
<thead>
<tr>
<th>S/S 2019 Role</th>
<th>Upper-year TRSM student (year 3+)</th>
<th>CGPA 3.0 or higher</th>
<th>Experience: Student support / facilitation</th>
<th>Knowledge: Learning strategies</th>
<th>Skills: Tech &amp; Software Planning &amp; Meeting Deadlines</th>
<th>Project Planning &amp; Meeting Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLSS</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>MS Office, D2L, RAMSS &amp; eHR, Google Drive, Social media.</td>
<td>✔</td>
</tr>
<tr>
<td>Special Projects Assist.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>Storyboarding</td>
<td>✔</td>
</tr>
</tbody>
</table>
APPLICATION
Spring/Summer 2019 Roles

- Apply online: bit.ly/ApplyASC-2019
- **Deadline:** Friday, March 22, 2019 (by 4:59pm)
- **Required materials:**
  - Resume
  - Cover Letter
  - Transcript (unofficial)
  - 3 references (1 professional, 1 academic, 1 character)
  - Digital Learning Support Specialist applicants should submit portfolio examples of their video/ design work
Positions & Job Requirements

Fall 2019
POSITIONS
Fall 2019

1. **Academic Peer Helper** (“APH”) - 24 positions

2. **BTM Academic Peer Helper** (“BTM APH”) - 2 positions

3. **Digital Learning Support Specialist** (“DLSS”) - 2 positions

4. **Peer Academic Coach** (“PAC”) - 7 positions
POSITION DESCRIPTION
APH & BTM APH

- Facilitate learning through study group and one-on-one sessions
- Assess students’ needs to determine areas of difficulty in course subject matter
- Develop study aids and tip sheets for students, specific to current course content
- Promote ASC services, including tutoring
- Participate fully in training and weekly meetings
QUALIFICATIONS
APH & BTM APH

- Clear academic standing
- Preference for CGPA of 3.33+

<table>
<thead>
<tr>
<th>Academic Peer Helper</th>
<th>BTM Academic Peer Helper</th>
</tr>
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<tr>
<td>Must have minimum of a 3.33 (B+) average in 3 of the following courses:</td>
<td>Upper year BTM student, who has completed the following courses:</td>
</tr>
<tr>
<td>• ACC 100, 406</td>
<td>• ITM 100/102, 107, 207, 500</td>
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<tr>
<td>• AFA 100, 200, 300, 400, 500</td>
<td>• Ideally also ITM 200, 301, 305</td>
</tr>
<tr>
<td>• AFF 210, 410</td>
<td>• Minimum 3.00 (B) in ITM 706, 750, 820 an asset</td>
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<tr>
<td>• FIN 300, 401</td>
<td>• LAW 122</td>
</tr>
<tr>
<td>• MKT 100, 300</td>
<td>• MKT 100, 300</td>
</tr>
<tr>
<td>• QMS 102, 202</td>
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POSITION DESCRIPTION

Peer Academic Coach ("PAC")

- Coaching and peer-leadership
- Communication liaison between the ASC & other campus stakeholders
- Administrative tasks
POSITION DESCRIPTION

DLSS Role

- Storyboard, create, edit and upload academic videos
- Liaise with faculty and Digital Learning Support team to develop/review course content
- Participate fully in staff/technical training
# QUALIFICATIONS

## Fall 2019 Roles

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<tr>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>MS Office, D2L, RAMSS &amp; eHR, Google Drive, Social media.</td>
<td>Strong communication, problem solving, and analytical and analytical skills.</td>
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<tr>
<td>BTM APH</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>PAC</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>Storyboarding</td>
<td>Project planning &amp; meeting deadlines</td>
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**BTM**: Business Technology Management

**APH**: Academic Program Assistant

**PAC**: Program Assistant Coordinator

**DLSS**: Digital Learning Support Specialist
APPLICATION
Fall 2019 Roles

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APPLICATION
For All Roles

- Interviews will take place March 25 - April 5, 2019

- [Most] applicants will require Career Boost approval:
  - Spring/Summer: Apply for CB approval by May 31, 2019
  - Fall/Winter: Apply for CB approval in August 2019 (Date TBA)
Questions?