Educational Assistant

Construction Trades

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

This position reports directly to the Chair of the Construction Trades department, and under the direction of the departmental coordinator, the successful candidate will provide equipment maintenance, general guidance and technical assistance to students in a variety of trades programs. The candidate will also organize and maintain shop materials and equipment, maintain proper safety standards and follow safety procedures for use and repair of tools and equipment. The candidate may also be required to set up equipment before classes begin, and remove and store equipment after classes. The Educational Assistant will maintain an inventory of equipment, materials and supplies.

REQUIRED QUALIFICATIONS

- Red Seal certification in a construction trade; equivalent combination of education and experience may be considered
- Relevant experience in construction and / or related materials management
- Critical thinking and troubleshooting skills
- Working knowledge of Microsoft Office software including Excel, Word, Outlook
- Excellent interpersonal skills
- Good organizational skills
- Valid Manitoba Class 5 driver’s license
- Ability to assist in maintaining supplies inventory and obtaining quotations for ordering same
- Ability to work independently with minimal supervision as well as in small to large group settings
- Ability to present material to groups with the use of appropriate technology
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Connections in industry
- Familiarity and commitment to Manitoba Workplace Safety and Health regulations
- Forklift operation license

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to travel

COMPETITION NUMBER

2020-114

CLOSING DATE

Until filled

SALARY

$47,774 – 65,326 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

Anticipated September 2020 up to March 31, 2021

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca