Educational Assistant

Electrical, Mechanical and Manufacturing

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

This position reports directly to the Academic Chair of the Electrical, Mechanical and Manufacturing department. The primary duties of the successful candidate will be to assist faculty on student related issues, offer support to staff and students in lab environments, and assist with the delivery of curriculum. The candidate will also provide general guidance and technical assistance to students in a variety of program areas. Additionally, the candidate will also organize and maintain shop materials and equipment, maintain proper safety standards and follow safety procedures for the use and repair of tools and equipment. The candidate may also be required to set up equipment before classes begin, and to remove and store equipment once classes have resumed. The Educational Assistant will maintain an inventory of equipment, materials and supplies.

REQUIRED QUALIFICATIONS

- Red Seal certification in Machinist / Tool and Die Maker or equivalent post secondary related education
- Several years of relevant experience in the trade
- Critical thinking skills
- Experience working in a shop environment
- Ability to assist in maintaining supplies / inventory and obtaining quotations for orders
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong organizational skills
- Ability to work independently with minimal supervision as well as in large group settings
- Working knowledge of Microsoft Office software applications including Word, Excel and Outlook
- Familiarity and commitment to the Manitoba Workplace Safety and Health Act and regulations
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Forklift operation license, or ability to obtain one
- Work experience in a post - secondary educational institution
- 5 axis CNC experience
- Manufacturing CAD / CAM experience

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Valid Manitoba Class 5 Driver's License

COMPETITION NUMBER
2020-164

CLOSING DATE
December 8, 2020

SALARY
$47,774 - $65,326 per annum

POSITION LOCATION
Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE
Full-Time Position Available

APPLY BY EMAIL TO
humanresources@rrc.ca

2055 Notre Dame Ave, Winnipeg, Manitoba   R3H0J9

Educational Assistant

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Indigenous persons, women, visible minorities, and individuals with disabilities are encouraged to apply.

What we’re doing is working.

rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

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