



Peer Tutor (Term Contract)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

Peer tutors are students who have excelled academically and have strong communication skills. Successful applicants will have a desire to connect with students and support them through their homework and course content. Peer tutors will work closely with faculty to ensure they are supporting course content. They will also have one-on-one appointments with students to support essay writing, practice problems, and more.

WHAT WILL YOU DO:

- Meet one-on-one with students seeking support with course content, studying for exams, and working on assignments.
- Work with students on a drop-in basis as well as in scheduled appointments.

- Attend information sessions with professors as needed/required to support tutor process.
- Liaise with faculty to ensure that proper course content is promoted.
- Refer students to other campus resources as needed.
- Promote the Peer Tutor program via quick classroom presentations.
- Attend ongoing training and professional development.

NECESSARY QUALIFICATIONS:

- Minimum 1 complete year at St. Mary's University with experience in the courses you hope to tutor.
- Success in the subject(s) you hope to tutor.
- 2 Faculty references (faculty may use [this form to provide a reference](#)).
- Ability to work in a team
- Ability to take initiative and communicate effectively with students/staff/faculty.
- Effective problem-solving skills.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

Wage: \$15.38/hr + 4% vacation pay.

As a part of the Student Success Centre team, Peer Tutors are eligible for letters of recommendation, extra hours to support final exams and/or additional operational tasks. Peer tutors will be invited to team building events as well as other student-based leadership groups on campus. Peer tutors will have access to ongoing support for their professional development.

APPLICATIONS:

All applicants must submit an application and resume by midnight on **Wednesday, August 21, 2024**. The application form can be found [here](#).

Faculty references must be submitted on or by Wednesday, August 28, 2024. The reference form can be found [here](#).

We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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