

JOB OPPORTUNITY:	English Language Peer Support (ELPS)
NUMBER OF POSITIONS:	Two (2) positions available
DEPARTMENT/FACULTY:	International Relations, Schulich School of Business
RESTRICTION:	Graduate Student; Ontario Resident (Bursary Requirement)
APPLICATION DEADLINE:	September 5 th , 2021 at 5:00 PM
REPORTS TO:	Ann Welsh, Associate Director of International Relations 416-736-2100 ext. 20423
BURSARY:	\$2000 for total 120 hours (10-12 hours per week) <i>*option for \$1000 for 60 hours (5 hours per week)</i>
TIME REQUIREMENTS:	To be scheduled Monday – Friday (including evenings and weekends if preferred)
POSITION START DATE:	September 20 th , 2021
POSITION END DATE:	December 10 th , 2021

PURPOSE: The English Language Peer Supporter(s) will provide English language support to Schulich students for whom English is not a primary language.

RESPONSIBILITIES:

- Hold Zoom appointments with students to provide English language assistance on written and verbal academic work (cases/papers/assignments/presentations)
- Assist students with referencing/citations, grammar, composition, verbal skills
- Provide guidance and feedback on paper/case positioning and structure within the context of Canadian business school expectations
- Prepare and facilitate online English Conversation Group sessions on a weekly basis
- Provide project assistance to the International Relations Unit as required

REQUIREMENTS: Must possess demonstrated skill/ability in the following areas:

- Communication – ability to communicate clearly and effectively both orally and in writing to English language learners
- Tutoring – experience with tutoring or editing academic work
- Knowledge – strong academic skills and understanding of academic expectations of business school, along with familiarity with Canadian business contexts
- Diversity - experience interacting and working with people from diverse backgrounds and English language capabilities
- Interest in helping others succeed
- Previous TA or English teaching experience to adults a strong asset
- Must be a Canadian citizen or Permanent Resident and an Ontario resident (these are government bursary requirements)
- Enrollment in a Schulich Master’s program required

Please **submit a cover letter and resume** to Ann Welsh, Associate Director of International Relations at intrelations@schulich.yorku.ca by **September 5th, 2021 at 5:00 PM**

Only those invited to interview will be contacted – we thank all others for your interest in the position.