

Academic Learning Centre – Social Work Tutor Position (2026-2027)

Booth University College's Academic Learning Centre (ALC) is designed to assist students with the acquisition of skills and strategies to help students grow in their abilities contributing to their academic success.

The ALC Social Work Tutor will work **6- 8 hours per week** during the Fall and Winter academic terms at a pay rate of **\$17.00/hour**.

The ALC Social Work Tutor will provide general academic support as well as subject-specific expertise in the area of Social Work.

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

All tutors are expected to:

- Understand or be eager to learn the ALC's best practices and procedures
- Help students with time management, developing study plans, creating assignment outlines, and understanding assignment requirements as well as engage with students through individualized feedback on assignment drafts to help them ensure they are meeting task requirements, improve their clarity and grammar, and strengthen their central arguments in their writing
- Assist students with the framework of Booth UC's Social Work program, including IPT (Intern Placement Tracking), practicum, learning objectives, etc.
- Be able to help students use the correct style guide (APA, MLA, and Chicago) and navigate rules for formatting, citations, and reference pages
- Be able to direct students to library resources, including navigating the library database
- Attend and participate in tutor training sessions and staff meetings
- Assist with invigilation of exams when requested
- Maintain all necessary records documenting student sessions and tutor hours in a timely manner

QUALIFICATIONS

1. Required

- Bachelor of Social Work degree or equivalent
- Registered Social Worker (preferred) or equivalent
- Ability to take direction, initiative, collaborate, and work independently as needed under limited supervision.
- A strong grasp of grammar and academic writing, composition, and citation conventions
- Communicate clearly and concisely, verbally, and in writing
- Understand and value academic integrity in post-secondary education
- Cross-cultural awareness and ability to relate effectively with students from various cultures, academic backgrounds, and aptitudes
- Excellent time management strategies

- Good understanding of concepts and material related to Booth UC programs of study
- Good understanding of how to conduct academic research, including use of library resources and systems
- Commitment to helping others improve their own abilities
- Attention to detail and ability to read carefully; ability to track and submit reports on work done

2. Assets (Preferred Qualifications)

- Previous tutoring or teaching experience
- A clear understanding of the responsibilities, goals, and pedagogy of the Academic Learning Centre
- Ability to quickly develop positive rapport with others and be an effective team contributor
- Ability to take initiative

How to Apply:

If you are interested in applying for this position, please submit the following items to BoothUC.Careers@BoothUC.ca prior to **9:00 am Monday, July 27, 2027**:

1. A cover letter that includes the following:
 - a. A clear note indicating an application as ALC Social Work Tutor
 - b. A statement of the reasons you are applying for this position
 - c. Highlight any specific skills or experience that make you an asset to the ALC (Academic Learning Center)
2. Resume of work and volunteer experience

Questions regarding this position may be directed to the Dean of Students, Barb Stanley at Barb.Stanley@boothuc.ca.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.