

Campus Employment Service Job Posting

Department	IT, Customer Service
Job Title	Student Computer Peer Tutors
Vacancies	tbd
Pay Rate	\$14.56
Job Start Date	September 2021
Job End Date	April 2022
Program Related	No
Deadline	Open untill filled
Days/Hours	There will be 2 shifts available each day Monday – Friday, 9 AM – 12:30 PM and 12:30 – 4:30 PM each day. To qualify for this position you must be able to work at least 1 complete shift per week.

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. All students are also required to complete the COVID-19 Return to Campus Training.

Qualifications	Student Computer Peer Tutors must have above-average knowledge of computers and college student software (Windows, MS Office, Internet Applications, Blackboard, etc.) as well as good communication skills for explaining technical concepts to others.
Duties	Working directly in the College computer labs, the Student Computer Peer Tutor assists students with minor academic tutoring on how to use Blackboard, Windows, MS Office, and other such college academic applications. Also ensures that computer lab area is kept quiet and secure. Work in compliance with the Occupational Health and Safety Act. Following COVID-19 protocols and sanitizing computers, stations and equipment.

With the ongoing COVID-19 pandemic, Confederation College will continue to take direction from Ontario's Chief Medical Officer of Health as well as our federal, provincial and local health authorities. The health and safety of our students, employees and entire College community remains our priority. As such, the successful candidate will need to complete the mandatory COVID related training provided by the College, as well as follow specific guidelines as outlined by supervisors in your department.

April 21, 2021
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