



Ottawa Chinese Community Service Centre

渥太華華人社區服務中心

400 Cooper Street, Suite 2000, Ottawa, Ontario K2P 2H8 Tel: (613) 235-4875 Fax: (613) 235-5466

INTERNAL/EXTERNAL JOB POSTING

Position Title: Digital Student Support Assistant
Location: 400 Cooper Street, Suite 2000, Ottawa, Ontario (**on-site**)
Reports to: Language Programs Manager
Scheduled Weekly Hours: 35
Contract Term: October 2021 – March 31, 2022
Salary/Rate: \$23.50 per Hour

About OCCSC

The Ottawa Chinese Community Service Centre is a non-profit, non-partisan, charitable organization committed to advancing the full social and economic integration and participation of newcomers, immigrants, refugees, and people of Chinese descent in the City of Ottawa.

Position Overview

Language Instruction for Newcomers to Canada (LINC) classes at OCCSC are part-time and range from 3 – 12 hours a week. Classes take place in the morning, afternoon, evening, and Saturdays. This range allows students with a variety of personal schedules to find a class that best suits them. For students who are on current waitlists with other LINC providers, classes at OCCSC can be an interim option. Coupled with the digital student support, these students would be able to transfer (when the waitlist allows) with a greater level of digital literacy skills.

Adopting a new pedagogical approach post-pandemic will leverage the digital literacy skills that had developed for both students and instructors.

Main Responsibilities:

- To provide digital literacy training and support for LINC students prior to the start of their LINC class
- To encourage students on LINC waitlists who may face barriers due to digital literacy skills
- To increase digital literacy skills for adult newcomers
- To provide training and support for LINC instructors to learn, adapt and deliver “flipped” English lessons
- Development of presentation/ learning session for instructors
- Development of sample training material for instructors
 - Pre-CLB
 - CLB 1/2

- CLB 3/4
- CLB 5+
- Regular support/ check in with instructors
- Meeting and reviews/revisions (regular or “as needed”)

Qualifications and Experience:

Education

- Successful completion of post-secondary education, or equivalent combination of education and experience in a related field

Knowledge and Experience

- Strong digital literacy skills and technical aptitude
- Understanding of adult learners’ different digital levels and needs
- Familiarity with LINC curriculum guidelines and Canadian Language Benchmarks
- Experience in curriculum development

Skills

- High proficiency in spoken and written English; additional language an asset.
- Highly developed interpersonal skills: positive, enthusiastic, collaborative, and solution-focused

Application Process & Deadline: Please send a cover letter and a resume formatted as [Last Name, First Name for POSITION] to hr@occsc.org by October 5, 2021 by 5:00 p.m.

If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.