



POSITION DESCRIPTION

Title: LEARNING STRATEGIST

Start date: August 5, 2025
Posting date: June 25, 2025

General Description

Responsible for the provision and coordination of various forms of professional support services, including, but not limited to, learning strategies, study skills, and research and assessment approaches. Provides assistance to students in maximizing their academic performance and educational outcomes. May provide career counselling as requested. The Learning Strategist will report to the Department Head of Social Work.

Responsibilities and Duties

- Provide learning strategies, study skills, research, information, support, and assessment and analysis techniques.
- Facilitate and deliver group workshops, seminars, classes, courses, and preparation sessions in areas including, but not limited to, academic skills, effective studying and learning, and writing skills.
- Work with students with a broad range of abilities, mental health, cognitive and intellectual disabilities in support of their learning needs and academic outcomes.
- Design, deliver, and evaluate student writing capabilities based on assessments and provides academic/career counseling as per the nature of the student's needs.
- Develop instructional material for presentations and publications.
- Write student notes according to established policies, procedures and guidelines.
- Write promotional text and plan marketing and advertising initiatives for programs and services offered.
- Contribute to departmental policy documents and make recommendations for revisions.
- Write and develop online training materials.
- Write and develop online teaching materials for the campus community and for external organizations.
- Evaluate empirical and theoretical research as it relates to department and student needs.
- Design survey instruments to measure program outcomes and their effectiveness.
- Perform basic analyses using statistical software and interpret results and report findings.
- Interview students and assess the nature of academic and learning skills issues.
- Provide information to students on various research sources.
- Provide referencing assistance to students to ensure academic integrity.
- Conduct regular scans of the literature related to academic skills development, attend conferences on student development, and perform occasional site visits to other postsecondary institutions.
- Conduct informal scans of the College and post-secondary environment for program ideas, unaddressed student needs, and opportunities to support the academic mission of the College.
- Conduct periodic scans of post-secondary educational institutions worldwide to ensure services reflect current best practices and meet or exceed industry benchmarks.
- Interpret and apply the results of writing assessments with individuals and may form groups of learners.

- Determine appropriate course of action.
- Create, deliver, and evaluate workshops and presentations based on research and an understanding of student experiences and concerns.
- Design novel and innovative programs and services that meet the changing needs of students and the demands of the post-secondary environment, including the growing use of the internet as a learning tool.
- Design training programs for peer helpers.
- Act as a resource to the College on student learning, techniques and approaches to adult cognition and learning methods.
- Involvement in land-based curricular efforts of the college to expand student learning and application of cultural knowledge into programs.
- Other duties as required from time to time.

Qualification

- Master's degree in Education, Adult Learning, or related field
- Requires 3 years of relevant experience
- Knowledge of Cree, Anishinaabe, and Nakota-Sioux peoples and world views.
- Must have own transportation

TO APPLY:

Qualified applicants may email a cover letter and resume to:

Cynthia Bull, cynthia.bull@ytced.ca and Joy, Sandy joy.sandy@ytcadmin.ca

DEADLINE TO SUBMIT: July 25, 2025

Yellowhead Tribal College is an inclusive and open learning institution in Treaty 6 territory. We provide accredited programs in a flexible, supportive academic environment that nurtures Indigenous cultures and traditions. <https://www.ytced.ab.ca>