



Job Title	Instructor Assistant – Mini University	Rate of Pay	In accordance with CA
Classification	Student Assistant I	Approved	Revised January 2023

Job Summary

To support the Mini University classroom instructor in offering lessons to Mini University programs.

Primary Duties

1. Assist course instructor by helping with lesson plan delivery for different age groups
2. Assist with supervision of campers to/from classes and during lunch
3. Some light cleaning and moving of equipment or supplies
4. Other relevant duties as assigned

Qualifications**Skillset:**

1. Little to no advanced skills or judgement
2. Take direction, follow instruction and work under close supervision
3. Ability to work independently and/or with others effectively
4. Ability to relate to and work with children in a positive manner
5. Ability to communicate clearly and effectively
6. Ability to pay attention to detail
7. Ability to bend, push, and pull supplies and equipment as needed

Education:

1. Preference given to post-secondary students: either current Brandon University student at first-year undergraduate is acceptable or student with comparable standing from another post-secondary institution.
2. May consider high school students with previous experience with Mini University program

Experience:

1. Previous experience working with youth is an asset
2. Previous experience supporting a teacher/instructor in a classroom is an asset

Working Conditions

1. Work is completed with close supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Work indoors and outdoors
4. Must submit Criminal Record Check, Child Abuse Registry Check, and CPR/First Aid

Alternate Job Titles may include:

1. Instructor Helper