

Helper, Teacher's – Student Summer Job

July 7, 2025 – August 8, 2025

Job Summary:

The term is six weeks. Must work 35 hours per week, in office.

Job Description:

- Providing assistance in classrooms and workshops during the summer. Assist with activities, provide support to staff and participants.
- Assist program instructors as a liaison between instructors and clients, provide tutorial support to clients, assist in the preparation and grading of assignments, assist in class as required, etc.
- Provide academic assistance to students during office hours.
- Assist in a variety of duties including, but not limited to working with databases, emails and internet research. May also be required to assist WEST clients in resourcing information as part of their customer services responsibilities.
- Perform administrative duties including photocopying, faxing, filing documents, and providing assistance to WEST staff, as required.
- Report to the Program Coordinator and ensure office activities comply with policies and procedures.
- Perform additional duties as assigned

Qualifications:

- Must be friendly and able to interact with people from a wide variety of backgrounds.
- English or French

Apply in writing with a cover letter and resume to careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)