

**Service Canada: Youth Employment Opportunity**  
**Thomas More Institute: Zoom Instructor**  
**Job Description**

**I. Overview of Position**

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|------------------------|---|
| 1. Summary             | The Instructor works under the supervision of the Executive Director (“ED”) in the development and coordination of the online technical support and training, in the Zoom Video Service, for all students and volunteers at the Institute, whilst working with Administrative Services Coordinator. |
| 2. Reporting structure | The Instructor reports directly to the Executive Director.  |
| 3. Tenure              | This is an eight-week contract, which may not be renewed.   |
| 4. Presence            | -Full time: 35 hours per week.<br>-Flexible schedule<br>-Remote and in-person working   |
| 5. Compensation        | \$15/hour.  |
| 6. Starting Date       | September 13th, 2021  |
| 7. Requirement         | Applicants must be under 30 yrs. of age.  |

**II. Responsibilities**

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|--------------------------------|---|
| 8. Primary                     | The Instructor will be responsible for the fall term technical orientation and support of all students and volunteer instructors to ensure a successful transition and participation in TMI’s Zoom fall term courses. <ul style="list-style-type: none"><li>- Contacting students and volunteers to assess their Zoom skills (including equipment assessment).</li><li>- Supporting students and volunteers in their online training.</li><li>- Planning and leading Zoom orientation workshops.</li><li>- Primary responsibility for Zoom troubleshooting during the start of the fall term.</li><li>- Supporting both TMI courses and the TMI Seniors Outreach Program, serving over 200 individuals.</li></ul> |
| 9. Member of TMI’s office team | The Instructor will be a full member of TMI’s administrative staff and will be expected to participate and contribute accordingly. <ul style="list-style-type: none"><li>- Attend TMI staff meetings, etc.</li></ul>  |
| 10. Other projects             | The Instructor will, as required, assist in any other online technical orientation activities identified, as necessary.   |

### III. Qualifications

11. Core qualifications
- a. *Degree*. D.E.C. preferred; advanced degrees appreciated.
  - b. *IT*. Superior fluency with basic computing concepts and standard office software required (e.g., email, document management, calendaring, word processing, spreadsheets, etc.).
  - c. *Bilingual*. Professional proficiency in both English and French required.
  - d. *Customer service experience*. All experience will be valued.
12. Key traits
- a. *Able to work independently*
  - b. *Demonstrates Initiative*
  - c. *Collaborative Work Skills*
  - d. *Time Management Skills*

### IV. Working at TMI

13. Institutional values
- Understanding of and commitment to the following values are essential.
- a. *Curiosity*. At TMI, this is more important academically than factual correctness or argumentative rigor. We value correctness and rigor very highly; we just value curiosity more.
  - b. *Community*. We are a democratic community of adult learners, and we make our courses available to any and all who wish to participate.
  - c. *Openness*. We strive toward intellectual openness to all people, ideas, and positions, especially those with which we disagree.
  - d. *Lifelong learning*. We are always integrating new ideas, learning new skills, and building new relationships.
  - e. *Liberal arts*. We are committed to the liberal arts and its complex tradition.

**All applicants should forward their CV and cover letter by September 9<sup>th</sup> to :**

**[d.souleiman@thomasmore.qc.ca](mailto:d.souleiman@thomasmore.qc.ca)**