

RESPONSIBILITIES

The Jennifer Keeping AccessAbility Centre is always looking for qualified upper-year students to provide one-on-one assistance in a variety of content areas or disciplines. An educational attendant provides organizational and time management support. This position assists students registered with the Jennifer Keeping AccessAbility Centre in meeting course deadlines in a timely fashion and helps to prevent work overload at the end of each term.

The demand for educational attendants will depend on students needs each semester. When a request for an educational attendant is made, the database is checked to verify whether there is a match. If we cannot find a match, an advertisement will be placed with the department concerned.

QUALIFICATIONS

Qualified educational attendant should meet the following requirements:

- Good academic standing, minimum average of 75%.
- Willing to adapt to student's needs.
- Good communication and interpersonal skills.
- Patience.
- Excellent organizational and time management skills.

CONFIDENTIALITY AGREEMENT

I hereby agree and solemnly undertake that, because my role as an employee of the Jennifer Keeping AccessAbility Centre of the Cape Breton University involves information of highly sensitive, private and confidential nature, I will hold in strict confidence and will not disclose any such information to any person at any time, other than with the Manager of Accessible Learning & Student Transition because to do so would undermine the integrity of the centre as well as the privacy of the students utilizing the AccessAbility Program.

I further confirm, agree and undertake that I will not repeat or distribute information received by me, either verbally, in written or electronic form, in connection with my said role as an employee of the Jennifer Keeping AccessAbility Centre and I will ensure that any such information, including the personal information of the students utilizing the Centre, is to secure by me in strict confidence and is thereby disclosed to no one at any time.

Date: _____

Signature: _____

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

Educational Attendant Application

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

1256 Grand Lake Road
Sydney, NS B1P 6L2

P.O. Box 5300

Phone: (902) 563-1208

Fax: (902) 563-1216

E-mail: jkac_user@cbu.ca

CAPE BRETON
UNIVERSITY

APPLICATION PROCEDURE

1. Complete this application form and return it to the Jennifer Keeping AccessAbility Centre.
2. Provide the Jennifer Keeping AccessAbility Centre with a **copy of your transcript** for verification purposes with a list of references.
3. Once this is completed, all pertinent information is entered into the Jennifer Keeping AccessAbility Centre database.
4. You will be contacted if there is a match between your qualifications and a student's request.
5. Once a match is made, the educational attendant then signs a confidentiality agreement with the Jennifer Keeping AccessAbility Centre. At this time, you will be given the name of the student and contact information. You will also be informed of the process of invoicing the hours that you have

RATE OF PAY

Educational Assistants are paid \$15 an hour .

APPLICATION FORM

Name: _____

Student ID #: _____

SIN#: _____

Address: _____

City/Town: _____

Postal Code: _____

Tel #: (home) _____
(cell) _____

Email: _____

Major: _____

Expected Year of Graduation: _____

Authorization:

I hereby give the Jennifer Keeping AccessAbility Centre permission to confirm my grades.

Signature: _____

Do you have you have prior tutoring experience? YES _____ NO _____

If yes, explain the specific circumstances (i.e. subject/courses, level, how long, age of persons tutored, etc...)

Explain why you think you would make a good Educational Attendant :

Please provide the names, telephone numbers, and email addresses of two references:
