

Job Profile

Job Profile Name:	Workshop Facilitator
Job Code:	CADC-00012
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Conducts meetings with 1st & 2nd year students and answers specific questions.
2. Coordinates and prepares materials for workshops using the universal design principles. Workshop topics include: reading a case, preparing a case summary, note-taking strategies, study habits and exam writing.
3. Leads workshop discussions and answers questions.
4. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work