Carleton UNIVERSITY | Faculty of Engineering and Design

Engineering Scholar Position Description

Overview: The Elsie MacGill Learning Centre (EMLC) is focused on furthering students understanding and comprehension in their engineering studies, and providing students with the academic support they need to achieve their learning goals.

Engineering Scholars primary responsibility is to support students across the breadth of the core first year engineering curriculum through scheduled one-on-one tutoring sessions in-person and/or online. During these tutoring sessions, Scholars will build a safe environment where students can feel comfortable asking for assistance in learning course content; and encourage students to return for additional support throughout the semester. Engineering Scholars with 3rd or 4th year status may have the opportunity to support core 2000-level MAAE, SYSC, CIVE, and ELEC courses (with a reduced selection of 1st year courses as necessary).

Engineering Scholars are responsible for answering questions regarding engineering course content such as: assigned practice problems, theory review, or lab preparation; but will occasionally be asked about learning strategies or non-academic questions. Scholars are expected to review course content on a regular basis, as required, to prepare for all scheduled tutoring sessions and remain up to date on all first-year course content.

Engineering Scholars may also participate, and support events hosted by the EMLC (such as Exam Jam, Course Review Sessions, class visits, etc.) which may occur outside of regular tutoring periods (during the reading week, exam period, etc.). Availability to participate in additional events outside of your regular tutoring hours is not a requirement or core responsibility to be an Engineering Scholar at the EMLC.

Responsibilities: Scholars are student-focused peer tutors, who provide in-person and/or online tutoring sessions to students registered in first year engineering, math and science courses; upper-year scholars may also have the opportunity to support select 2nd year engineering courses.

As an Engineering Scholar you will be responsible for providing tutoring support in-person in MC 5030, and/or through an online tutoring platform (TutorOcean). This includes, but is not limited to:

- Maintain an up-to-date availability and attend booked tutoring sessions promptly.
- Maintain familiarity with the EMLC tutoring platform's tools including: scheduling, setting up tutoring session/whiteboard space, direct messaging, image and screen sharing, etc.
- Maintain a strong knowledge of first-year engineering course curriculum and concepts
    - Scholars are expected to (re-)learn any course content added to the new first year curriculum (i.e. ECOR 1031-4, MATH 1004/1104, PHYS 1004, CHEM 1101, or equivalents etc.) to a working level. This also applies to any 2000-level courses scholars may be supporting.
        - Access to relevant course outlines and textbooks will be arranged where possible.
- Assist students in answering questions about course concepts, practice problems and lab preparations.
- Identify students who may need escalating for further assistance (to the attention of the EMLC Assistant).
- Share strategies for achieving success in engineering program.
- Provide referrals to Faculty of Engineering and Design or University student services.

Engineering Scholars have a number of expectations they must fulfill to ensure the smooth and successful delivery of EMLC services. These may include:

- Timely attendance for all tutoring sessions/shifts, training and meetings;
    - During the 2025-26 academic year, weekday daytime sessions will be held in-person on campus in MC 5030, and weekday evening and weekend sessions will be held online through TutorOcean.
- Promptly returning communications to students regarding scheduling and tutoring support;

- Notifying supervisor of any issues you encounter dealing with a student, using the online learning platform or otherwise;
- Respecting diversity and encouraging inclusiveness within the FED and Carleton community.

Required Qualifications: To be considered for these positions, applicants must:

- Have *second year status or higher* in an Engineering program, and have a CGPA of 10.00 or higher;
    - For students with SAT, CR, NR or UNS notations on their audit, the underlying grade may be used to ensure they meet the minimum 10.0 CGPA requirement
- Demonstrate academic achievement in the engineering curriculum;
- Demonstrate a willingness to help and ability to establish rapport with peers;
- Possess strong communication and interpersonal skills;
- Be empathetic and approachable;
- Have the ability to work independently as well as within a team;
- Possess a knowledge of Faculty and University student services;
- Have access to the technology required to schedule and deliver tutoring sessions online (i.e. computer with internet connection).*Writing tablets will be provided to Scholars delivering online sessions.*

Training: Engineering Scholars will complete position specific training (2-3 hours), in addition to Carleton's New Employee Documentation and Training package as necessary. Training hours will be remunerated, this includes creating a TutorOcean profile: Engineering Scholars will be responsible for creating and maintain a profile on Carleton's TutorOcean platform. The profile must include a front-facing profile picture, a short bio, and general information (name, program, etc.). 1 paid hour will be provided for profile creation to be completed prior to September 3rd.

Date of Employment: Late August 2025 (training) with regular availability hours starting September 8th, 2025 until April 2026. No hours will be scheduled during University breaks, and hours will be limited/flexible during exam periods. Number of hours/week dependent on scholar availability, to a maximum of 6 hours of tutoring per week plus one hour of allotted preparation time.

Positions Available:10 - 15

Remuneration:$21.50 per hour

Application Instructions
Please submit a cover letter and resume at the following link: https://carleton.ca/engineering-design/emlc/scholar-applicant-form/.

Application deadline Sunday, July 13th, 2025 at 11:59 PM EST.
Successful candidates will be contacted by Thursday, July 17th to schedule a virtual interview, to be held between July 23rd – July 25th, 2025.

If you have any questions about this position, please contact Isaac Baronikian at EMLC@carleton.ca.