Southeast College

Weyburn Campus and Administrative Offices

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As per Article 4.6, this competition is posted internally and externally. External applications will be reviewed only after the internal process is complete	SEC-26-026
Title	**Educational Assistant/Facilitator, Adult Basic Education**
Wage/Salary	Per SGEU Instructional Aide Grid
Posted Date	October 29, 2026
Location	Cowessess First Nation
# of Positions	1
Employment Terms	Fulltime
Length of Employment	November 23, 2026 to May 31, 2027; 111-174 student contract days
Apply by:	November 13, 2026, by 5:00 p.m.
How to apply	Email your resume and cover letter to careers@southeastcollege.org citing "**Facilitator, ABE(Cowessess)**" in the subject line.
About US:	Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.
Position Summary	Are you passionate about education and dedicated to inspiring student success? We have an exciting opportunity for you! We are seeking an Adult Education Assistant/Facilitator to support instructors in delivering Adult Basic Education (Adult 10-12 curriculum) program in **Cowessess First Nation.** This position requires the Facilitator to be onsite during classroom delivery. **Key Responsibilities:** ▪ Provide teacher and student support for "Live On-line" courses to promote student learning and the successful completion of their program. ▪ Assist in facilitating students with the use of computers and related technology, including BlackBoard, TEAMs and Microsoft Office. ▪ Assist in monitoring student learning and progress, including invigilating tests and exams. ▪ Distribute and maintain instructional materials as required. ▪ Assist in classroom demonstrations. ▪ Schedule individual or group QUALIFICATIONS ▪ Minimum education requirements of this position include a Grade 12 diploma supplemented with one year of related post-secondary education. ▪ Preference will be given to candidates who have either an Educational Assistant certificate or a Bachelor of Education degree. ▪ Strong computer skills, with knowledge of Microsoft Office and BlackBoard an asset.

	▪ Knowledge of and the ability to communicate effectively and cooperatively, both orally and in writing, with people from various backgrounds. ▪ Strong knowledge of the fundamentals of reading, writing and math. ▪ Knowledge of adult education principles. ▪ Knowledge of individualized and classroom instructional techniques. ▪ Ability to organize time effectively and to work independently. ▪ One year experience supporting students as an Educational Assistant. ▪ Training or experience in adult education and cross-cultural learning environments is considered an asset. ▪ Preference may be given to First Nation applicants.
What we offer	Competitive salary. Comprehensive benefits package including pension. Professional development opportunities. Inclusive work environment.

Southeast College is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during any stage of the hiring process are encouraged to contact Human Resources in advance.

Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted.

For a full job description, go to https://www.southeastcollege.org/the-college/career-listing/