Job Description

Educational Assistant, Medical Laboratory Sciences

Requisition No:	00855
Expected Start Date:	12-01-2026
Posting Start Date:	10-31-2026
Posting End Date:	11-25-2026
Region:	Winnipeg
Full Time:	No
Permanent:	Yes
Reports to:	Manko, Natalia
Location:	Notre Dame Campus
Expected Hires:	1



About US
RRC Polytech is Manitoba's largest institute of applied learning and research, with more than 150 full- and part-time degrees, diploma and certificate options. Through hands-on and online learning opportunities and state-of-the-art instruction, we prepare our students to become leaders in their fields – while also ensuring they can meet changing industry demands and contribute to the province's economic growth.

Accessibility and Accommodations
RRC Polytech is committed to providing an accessible recruitment process. If you experience barriers accessing or using the online application system, or require accommodation at any stage of the hiring process, please contact People Services at peopleservices@rrc.ca or 204-632-2319. We will work with you to identify appropriate supports and discuss available options.

Educational Assistant, Medical Laboratory Sciences

School of Health Sciences & Community Services

POSITION TYPE: Part-Time Position Available

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB) Hybrid**
** RRC Polytech reserves the right to modify work arrangements in alignment with operational and organizational needs.

EMPLOYEE GROUP: Union (MGEU)

For the purposes of this job posting, internal applicants and applicants from MITT will be given preference over external applicants.

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. Consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Employment support is available to candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) seeking employment at Red River College Polytechnic. For guidance on the application process, interview preparation, or to discuss accommodation needs, applicants are invited to contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

TALENT POOL: This competition may be used to establish a 12-month talent pool of qualified candidates for future vacancies. Even if you do not meet all of the listed qualifications, we encourage you to apply.

ABOUT THE TEAM
Our Health and Community Services team prepares future professionals to make a real impact. We deliver programs that combine academic excellence with hands-on learning in areas like life sciences, allied health, early childhood education, and community support. Guided by our In Front of What's Ahead strategy, we foster innovation, inclusivity, and cultural awareness. As part of our team, you will shape curriculum, mentor students, and help graduates serve their communities with skill and compassion, making a lasting difference in the world.

WHAT YOU WILL DO
Red River College Polytechnic requires an Educational Assistant for the Medical Laboratory Sciences program. The Educational Assistant will be responsible for providing support to instructors of the Medical Laboratory Sciences program. Duties include but are not limited to preparing reagents and equipment for lab operations; setting up, testing, maintaining, and repairing specialized equipment; managing inventory and consumables, and ensuring learning spaces remain fully functional; supervising and evaluating students; and completing related administrative tasks as required.

WHAT YOU WILL BRING

- General Diploma in Medical Laboratory Sciences from an accredited training program
- Registration with the College of Medical Laboratory Technologists of Manitoba
- Extensive and current clinical experience as a medical laboratory technologist
- Demonstrated ability to work collaboratively in a team environment
- Strong organizational and administrative skills, including ability to coordinate lab schedules, maintain inventory
- Effective presentation skills with ability to present material to diverse groups with the use of appropriate technology
- Proficient in the use of MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to use conflict resolution techniques to facilitate positive outcomes
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- Openness to using AI tools as relevant to role specific work
- Clinical experience in the field of histotechnology
- Experience teaching in a post-secondary level

WHY WORK WITH US
At RRC Polytech, we believe our people are our greatest assets. We offer supportive, inclusive workplace where you can grow, contribute and thrive.

- Salary Range for this position: $28.95 - $40.75 hourly
- Generous Paid Vacation: full-time employees accumulate a minimum of 15-days vacation per year, increasing to 30 days with service, while full-time Instructors accumulate 44 days per year. Information on casual and part-time vacation accrual is outlined in the Collective Agreement or the Terms and Conditions for Excluded Employees as applicable
- December Break: employees receive time off with pay during the period between Boxing Day and New Year's Day
- Defined Benefits Pension Plan: Employer and Employee contributions to future retirement benefits
- Comprehensive Benefits: Including Health and Group Life insurance, Long Term Disability, employee & family assistance program, mental health support up to $1,000, and a robust Health Care Spending Account
- Inclusive Leave Programs: Wellness, maternity, adoptive, and parental leave, as well as ceremonial, cultural, religious and spiritual leave
- Growth and Recognition: Professional development, professional licensing and fees coverage, and severance pay on retirement
- Union Representation: For complete details on benefits and employment terms, see the MGEU collective agreement.

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work throughout the academic year including the summer months

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

LAND ACKNOWLEDGEMENTS
RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.
We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg’s clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

