

## POSTING NOTICE

**COMPETITION #:** SC-003-2425

**POSTING DATE:** July 9, 2024

**CLOSING DATE:** July 23, 2024

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Instructor

**PROGRAM AREA:** Introduction to Carpentry

**CLASSIFICATION:** Instructor

**SALARY:** As per Collective Agreement

**LOCATION:** Lebret, SK

**POSITION TERM:** August 26, 2024 to November 25, 2024

**TOTAL DAYS/HOURS:** 352.5 hours/58.75 days (Monday to Friday 9:00am to 3:30pm - one hour lunch)

**STATUS:** Term / Part-time

**IMMEDIATE SUPERVISOR:** Coordinator, Essential Skills

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **TERM POSITION SUMMARY:**

This position is primarily responsible for instruction of the Introduction to Carpentry program.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Instructing:

- Provide instruction in specific programs as assigned.
- Instruct practical and theory in all areas of the program.
- Prepare and deliver lessons, assignments, lectures and demonstrations.
- Evaluate students through the use of exams, assignments and projects.
- Practice good interpersonal skills and have a willingness to work in a “team” environment.
- Control inventory and student records as outlined by the College.
- To effectively deliver (or be willing to learn in order to effectively deliver) curriculum via a blended curriculum or online delivery model, as required.

#### 2. Program Planning and Promotion:

- Participate in the planning process to assist in determining College program plans.
- Assist in developing and implementing new programs.
- Assist in the development of program enhancements.
- Act as a subject resource when required to do so.

#### 3. Communications and Decision Making:

- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Refer specific training requests to the appropriate College personnel.

- Participate in meetings and discussions with stakeholders such as co-workers, clients, agencies, business and industry, educational institutions, partners in program development and delivery, and aboriginal organizations.
- Participate in the team decision making process.

4. Additional Duties:

- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience

- The minimum educational qualification for this position is Grade 12 and a Journeyperson certificate in carpentry would be an asset.
- The minimum amount of practical, related experience required to perform the duties of this position is a minimum of five years recent and relevant experience in the carpentry field.
- Preference will be given to candidates with previous instructional experience.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated proficiency in course delivery.
- Demonstrated experience in managing multiple tasks.
- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem solving skills.
- Demonstrated ability to analyze needs, solve problems, and make recommendations.
- Ability to travel as required by the position.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working remotely.

3. Other Requirements

- Valid drivers' license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required.