

POSTING NOTICE

COMPETITION #: SC-035-2425

POSTING DATE: November 14, 2024

CLOSING DATE: November 25, 2024

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Instructor, BCOM 102 (Business Communications 2) & ACCT 136 (Automated Accounting)

PROGRAM AREA: Office Administration Certificate

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement – Instructor Salary Grid

LOCATION: Tisdale, SK

POSITION TERM: January 2, 2025 – May 2, 2025

HOURS OF WORK: 127 hours/21.17 days

STATUS: Temporary / Part-Time

IMMEDIATE SUPERVISOR: Coordinator, Post-Secondary Education

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

This position is primarily responsible for providing instruction and assessment to students in the Saskatchewan Polytechnic Office Administration certificate 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.
- Develop and maintain program curricula (including assessments).
- 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. Communication 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 a Bachelor of Education degree with a major in Business Education or a Bachelor of Education plus an Office Education Certificate; OR an equivalent combination of education and experience.
- The minimum amount of practical, related experience required to perform the duties of this position is two years (within the last five years) of recent, relevant and successful instructional or business experience.
- Must meet Saskatchewan Polytechnic qualifications and receive necessary approval.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Effective instructional ability.
- Demonstrated proficiency in course delivery.
- Demonstrated experience in managing multiple tasks.
- Demonstrated keyboarding proficiency using touch typing at a minimum speed of 45 words per minute.
- 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 ability to properly format business documents.
- 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.
- Effective time management skills.
- 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 Driver's license is required.

- Satisfactory Criminal Record Check and Vulnerable Sector Check required.