

POSTING NOTICE

COMPETITION #: SC-134-2324
POSTING DATE: June 10, 2024
CLOSING DATE: June 24, 2024
CLOSING TIME: 12:00 PM
POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Instructor
PROGRAM AREA: Industrial Mechanics
CLASSIFICATION: Instructor
SALARY: As per Collective Agreement
LOCATION: Esterhazy, SK
POSITION TERM: July 29, 2024 – December 13, 2024
HOURS OF WORK: 750 hours/125 days
STATUS: Term / Part-Time
IMMEDIATE SUPERVISOR: Scott Sharpe, Coordinator, Trades

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

POSITION SUMMARY:

This position is primarily responsible for instructing in the Industrial Mechanics program. The Industrial Mechanics Apprenticeship program is delivered in partnership with Saskatchewan Apprenticeship and Trade Certification Commission (SATCC), Parkland College and local industry partners.

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 and SATCC.
- Use technology in the course delivery to enhance the learning experience.
- Develop resource materials, and ensure a high quality of apprenticeship training delivery.
- 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 an Industrial Mechanics Interprovincial Journeyman certificate or Red Seal designation.
- The minimum amount of practical, related experience required to perform the duties of this position is five years post journeyman experience.
- Preference will be given to candidate 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 Driver's license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.