

POSTING NOTICE

COMPETITION #: SC-143-2526

POSTING DATE: July 14, 2025

CLOSING DATE: July 23, 2025

CLOSING TIME: 12:00 PM

POSTED: EXTERNAL

POSITION TITLE: Instructor (COMM 291 – Interpersonal Communications & JOBS 125 – Essential Job Skills)

PROGRAM AREA: Educational Assistant

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement Instructor Salary Grid

LOCATION: Cote First Nation / Suncrest College – Kamsack campus

POSITION TERM: December 15, 2025 – June 30, 2026

HOURS OF WORK: 60 hours/10 days

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Loreben Bontao, Coordinator, Post-Secondary Education

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

POSITION SUMMARY:

This position is primarily responsible for providing instruction (COMM 291 & JOBS 125) and assessment to students in the Saskatchewan Polytechnic Educational Assistant 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 Indigenous 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 four-year Bachelor of Communications degree, or B.A. (English or Communications major), or B.Ed. (English or Communications major) or equivalent combination of education which includes a degree (i.e. 20 university full classes (or U of S/U of R equivalent) with a major in an appropriate subject area and a completed thesis or equivalent research/writing project.
- The minimum amount of practical, related experience required to perform the duties of this position is two years recent/relevant business/industry experience or post-secondary teaching 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 Saskatchewan Driver's license is required.

- Satisfactory Criminal Record Check and Vulnerable Sector Check required.