

Job posting

Position: Online course curriculum developer

Closing Date: Posting will remain open until filled

Stipend: \$7,000

Location: Online

Continuing education has been an integral part of the University of Victoria since its inception in 1963. Today, the Division of Continuing Studies (DCS) provides adult and continuing education programming in co-operation with UVic faculties and community partners. We offer a comprehensive portfolio of programs in a range of academic disciplines, using diploma, certificate, degree and other programming models to serve adult, part-time, international and geographically dispersed students.

Position summary:

The Division of Continuing Studies at the University of Victoria is seeking an experienced professional to redevelop the online, asynchronous course on **Small Business Management**. This course is to be offered as both a stand-alone registration option, and is an elective course in the Certificate in Trade and Construction Management, Diploma in Data Analytics for Management Science, and the Certificate and Diploma in Business Administration.

Current Course Description (to be revised)

Course Description: Small businesses represent a vital economic activity in Canada, and small business owners and managers must quickly develop a broad range of entrepreneurial and managerial skills in order to prosper and grow their companies. This course provides essential business skill development in marketing, business modelling and strategic planning, scaling up, understanding customers and delivering value, managing cash flow, funding and financing, intellectual property protection, risk management, social entrepreneurship and business transition for small business owners, and for those interested in small business management and entrepreneurship.

Qualifications:

- Demonstrated experience owning/running a small business in Canada, preferably British Columbia
- Previous course development or teaching experience (designing content for a course, training or presentation) is an asset;
- Experience with adult or non-traditional learners is considered an asset;
- Experience developing or delivering training or educational content, preferably in an online format is an asset;
- Familiarity with online learning platforms and instructional design principles is an asset;
- Ability to work independently and meet deadlines is required.

Key duties/responsibilities:

- Revise course description and outcomes, design and develop course content, including modules, assessments, and multimedia materials via a course blueprint and materials;
- Ensure course materials reflect current industry standards, terminology, and practices;
- Collaborate with instructional designers to structure content for online delivery;
- Incorporate adult learning principles and Universal Design for Learning (UDL) strategies;
- Incorporate edits to materials after curriculum validation check-points;
- Participate in meetings with the program team during the development process.

Application Procedure

Please submit a cover letter and current resume/CV, highlighting your area of expertise relevant to the course mentioned above, along with preferred delivery format to Catherine Ross, Program Coordinator at clhender@uvic.ca.

Territory Acknowledgement

Consistent with UVic's values, we acknowledge and respect the Lək'wəŋən (Songhees and X'wsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Lək'wəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

Equity statement

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#).