

## Call for Non-Credit Instructor

### Intercultural Studies and Practice Program

#### Division of Continuing Studies, University of Victoria

**Position:** Course Instructor, ISP110 *Intercultural Communication in the Workplace*  
**Dates:** Tuesdays, 4:00-6:50PM, September 10 – December 3, 2024 (36 hours of instruction; 12 weeks)  
**Format:** Face-to-Face, UVic campus  
**Pay Rate:** \$6000 plus 4% vacation pay

**Posting Date:** May 17, 2024  
**Closing Date:** June 10, 2024

---

#### POSITION SUMMARY

The Intercultural Studies and Practice Program, Division of Continuing Studies, University of Victoria, invites expressions of interest for a non-credit instructor to teach a face-to-face course, [ISP110 \*Intercultural Communication in the Workplace\*](#) in the fall 2024 term. We are seeking a professional who desires the opportunity to share their knowledge and experience in the field of Intercultural Communication.

The Division of Continuing Studies is interested in developing long-term relationships with superior instructors who have high professional standards, excellent communication skills, and a commitment to creating learning experiences immersed in adult education principles.

The individual in this position instructs a course with up to 40 learners, convening once a week for 3 hours. Responsibilities include designing and presenting dynamic and accessible instructional materials; guiding class discussions on weekly topics; assessing all assignments; maintaining accurate records of student grades; responding to student queries; implementing inclusive teaching practices to support diverse learners; and adhering to university policies and procedures related to teaching and academic integrity.

#### Course Description and Learning Objectives

As a global citizen, an understanding of cultural difference and ability to communicate effectively with diverse communities is critical for work in both local and international settings. Find out how power imbalances can impact interactions, discover practical tools to strengthen inclusivity, and develop the interpersonal communication skills required to develop constructive relationships in a diverse workplace.

### **Learning Objectives**

- Understand the impact of globalization on private and public sector employment, and the needs of the increasingly diverse workforce
- Gain an awareness and understanding of your personal and social locations in society
- Reflect on the influence of race and culture on personal and professional attitudes and behaviour
- Understand how cultural difference can impact intercultural communication
- Develop cultural competencies to communicate effectively across diverse cultures
- Implement the knowledge and skills developed in a professional context

### **KNOWLEDGE, SKILLS, and ABILITIES**

The successful candidate will possess:

- Master's Degree in a related field or an equivalent combination of education and experience;
- Previous teaching experience;
- Strong understanding of the impact of globalization on private and public sector employment, and the needs of the increasingly diverse workforce;
- Commitment to valuing diversity and cultivating an inclusive, respectful, and accessible learning environment;
- Excellent interpersonal, communication, and facilitation skills;
- Ability to communicate effectively with individuals from diverse backgrounds and tailor communication style for different audiences and situations;
- Experience working with a trauma-informed and equity, diversity, and inclusion-based approaches;
- Cultural awareness of the Indigenous peoples of British Columbia and familiarity with barriers to equity and inclusion faced by Indigenous communities.

The following is considered an asset:

- Instructional experience with adult or non-traditional learners.

### **HOW TO APPLY**

Applications may be submitted by email or mail no later than **June 10, 2024**. Please submit a cover letter, CV outlining education, professional and teaching experience, and the names and contact information of two (2) references to:

Attn: Tiff Parks, Program Coordinator  
Continuing Studies  
University of Victoria  
3800 Finnerty Road, 3<sup>rd</sup> Floor  
Victoria BC V8P5C2  
[ispcoord@uvic.ca](mailto:ispcoord@uvic.ca)

We would like to thank all applicants in advance for submitting their application. Our selection process will involve reviewing all applications received by the deadline. Shortlisted candidates will be invited to participate in an interview process within two weeks of the posting close date. Interviews will take place either in person at the University of Victoria or over Zoom. The successful candidate will be notified in July 2024.

## ACCOMMODATIONS

If you anticipate needing accommodations for any part of the application and hiring process, please contact **Tiff Parks**, Program Coordinator, at [ispcoord@uvic.ca](mailto:ispcoord@uvic.ca). Any personal information provided will be maintained in confidence.

## Equity statement:

*Consistent with UVic's values, we acknowledge and respect the Lekwungen peoples on whose traditional territory the University of Victoria stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day. UVic is committed to upholding the values of equity, diversity, inclusion and human rights in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.*

Please see our full equity statement here: <https://www.uvic.ca/equity/employment-equity/statement/>