

## Job posting

**Position:** Instructor, [Microsoft Office](#) course instructor

**Posting Date:** September 22, 2025

**Closing Date:** Posting will remain open until the position is filled

**Location of Work:** Continuing Studies, University of Victoria, Victoria BC and RRU Langford | John Horgan Campus

**Instruction hours:** 36

**Delivery Mode:** in-person

**Instructional dates:** January 2026

**Pay Rate:** \$5750 plus 4% vacation

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 is interested in developing long-term relationships with exceptional instructors who possess high professional standards, excellent communication skills, enthusiasm, and a commitment to creating learning experiences grounded in adult education principles.

We are seeking a professional who desires the opportunity to share their knowledge and experience in the field of Computer & Technology, specialized in Microsoft Office. Our learners are seeking knowledge and skills to expand their career options and enhance their current knowledge, skills, and abilities in the administrative technology field.

[Microsoft Office Bootcamp](#) is a Micro-Certificate as well as a core course for our [Administrative Technology Micro-Certificate program](#).

We are looking for an instructor with teaching and/or training experience in the following areas:

Microsoft Office productivity tools and services, including Office 365:

- Tools, including Excel, Word, PowerPoint, Outlook and Access
- Services, including SharePoint, Teams, and Exchange

### Qualifications:

- Minimum 3 years of experience with demonstrated subject matter experience and expertise in Microsoft Office and Office 365;
- Bachelor's degree required in a relevant Computer & Technology field, or a non-related undergrad degree with a diploma in the field;
- an equivalent combination of education and experience will be considered;

- related industry certification preferred (Microsoft Office Specialist: Microsoft Word Expert, MOS certifications);
- current membership/licence with relevant regulatory body preferred
- previous teaching experience (designing content for a course, training or presentation) is preferred;
- previous experience with a Learning Management System (e.g., Moodle, Brightspace/D2L) preferred
- previous experience with video-conferencing tools (e.g. Zoom, Teams,) preferred
- instructional experience with adult or non-traditional learners is considered an asset;
- excellent interpersonal, communication, and facilitation skills.

### **Key duties/responsibilities:**

- Develops and provides students with an approved Division of Continuing Studies syllabus based on the provided course description and learning outcomes, including detailed assignment dates, descriptions, rubrics, schedule and list of readings and resources.
- Organizes, prepares, and regularly revises and updates all course material.
- Uses appropriate technological options for course-related software.
- Models effective oral and written communications that engage the learners, provide clarity, and provide a rich learning environment for participants.
- Ensures all content delivered corresponds with overall course learning outcomes.
- Demonstrates consistency and fairness in the preparation and grading of submitted work and ensures that feedback is timely.

### **How to apply:**

Please submit a cover letter and current resume, indicating the area of your greatest strengths amongst Microsoft tools (Excel, Word, PowerPoint, Outlook and Access) to:

Ash Moosavi, Program Coordinator  
 Division of Continuing Studies University of Victoria  
[bidacoord@uvic.ca](mailto:bidacoord@uvic.ca)

We would like to thank all applicants in advance for submitting their resumes. Please note that only those candidates chosen to continue through the selection process will be contacted.

### **Equity statement:**

*The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.*