

Job Posting

Position: Instructor (Online or Face-to-face), Trade and Construction Management

Position Date: Seeking instructors for January, 2027 onward

Closing Date: ongoing until filled

Format: Online asynchronous and/or face-to-face

Compensation: Dependent upon class size (starting at \$6,100)

POSITION SUMMARY

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

We are seeking professionals who desire the opportunity to share their knowledge and experience in the construction and other trades sectors for our non-credit Certificate in Construction Management program.

QUALIFICATIONS

- Demonstrated industry experience and expertise, with the ability to enhance teaching through real-life examples;
- Industry experience in British Columbia is an asset;
- Current employment or active involvement in the field is an asset;
- Excellent interpersonal, communication, and facilitation skills;
- Previous teaching experience is an asset;
- Experience with adult, non-traditional, or international learners is an asset;
- Knowledge of equity, diversity, and inclusion (EDI), with the ability to communicate effectively with a diverse group of learners who bring varied experiences to the classroom;
- An understanding of the needs of a changing and increasingly diverse workforce.

For those interested in face-to-face instruction, geographic proximity to either the Gordon Head or Langford campuses is required.

DELIVERY FORMAT:

We are seeking instructors for both online and face-to-face delivery.

- Online courses are scheduled asynchronously in an immersive format over six (6) weeks, with approximately 36 instructional hours delivered over that period. This may include optional synchronous (recorded) sessions.
- Face-to-face courses require three (3) hours of classroom instruction per week over twelve (12) weeks on campus.

Upon application, please indicate your preferred delivery format (or both, if applicable).

KEY DUTIES/RESPONSIBILITIES:

Please note that online courses use pre-developed curriculum. Face-to-face courses will use the online curriculum as a foundation, with additional in-person instructional design.

- **(Face-to-face)** Develop a course outline based on the provided curriculum, including a weekly

schedule, assignment timelines, descriptions, readings/resources, rubrics, and evaluation methods;

- **(Online)** Deliver course content by facilitating online discussions and, where applicable, optional synchronous (recorded) weekly sessions;
- Integrate real-world professional experience into course delivery through examples and applied learning resources;
- **(Face-to-face)** Revise supplemental course LMS, if applicable;
- Ensure all content aligns with and supports course learning outcomes;
- Demonstrate consistency and fairness in grading, providing timely and constructive feedback;
- Model effective oral and written communication to engage learners and foster a rich learning environment;
- Ensure course accessibility for all learners, including adapting materials, assessments, or learning environments and supporting the use of assistive technologies as required for students with approved academic accommodations;
- Complete an end-of-term instructor feedback report and participate in a course debrief with the program office (via email or phone).

COURSE DESCRIPTIONS

We are seeking instructors for the following course:

TCM 02 Bidding and Estimating for the Trades

Provides trades professionals with the foundational skills needed to prepare accurate bids and estimates for projects. The course will focus on the language and terminology of bidding, the roles of general contractors and subcontractors, cost management, cost estimating and pricing strategies, bid decision-making tools, understanding evaluation criteria, and effectively writing and preparing the components of a compliant bid package. Participants will learn how to assess project requirements, calculate material and labor costs, and develop competitive bids that reflect both market standards and business sustainability. Learners will gain hands-on experience with digital estimating tools such as PlanSwift, using real-world drawings to perform quantity takeoffs and develop cost estimates. The course emphasizes the use of technology to improve accuracy, efficiency, and competitiveness in bid preparation.

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 Kyle Preston, Program Coordinator at kylepreston@uvic.ca.

EQUITY AND DIVERSITY STATEMENT

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#).

TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.