

Job posting

Position: Online course developer

Closing Date: Posting will remain open until all positions are filled

Stipend: \$7,000 plus 4% vacation pay

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 experienced professionals to develop online courses for adult learners in the construction and trades sector for the new **Certificate in Trade and Construction Management**. The program will be designed to equip mid-career tradespeople, as well as managers transitioning from other non-construction or trades fields, with the applied competencies required to succeed in supervisory and management roles specific to the construction or trades sectors. The program provides flexible access to learners balancing employment and education, while ensuring that all participants develop knowledge and skills directly applicable to real-world contexts. Upon completion of the program, graduates will have developed a robust set of skills that enable them to manage complex construction or other trade projects, lead diverse teams, and contribute to the sustainable development of the built environment. Specifically, upon successful completion, learners will be able to:

- Critically evaluate construction project plans to identify potential risks, cost overruns, and scheduling conflicts;
- Assess the sustainability and environmental impact of construction projects, integrating Indigenous knowledge and principles of land stewardship, and propose improvements that support ecological balance, cultural respect, and long-term community well-being;
- Design comprehensive project management plans that integrate all aspects of construction, trade management, and stakeholder communication;
- Apply knowledge of construction and trade-specific methodologies to effectively plan and execute projects;
- Apply procurement and contract management best practices to source materials and services efficiently, negotiate supplier relationships, and ensure compliance with legal and regulatory frameworks;
- Integrate sustainable and resilient construction practices into project planning and delivery, balancing environmental, social, and economic priorities;
- Evaluate and manage project risks by identifying potential challenges in cost, safety, and scheduling, and implementing strategies to mitigate their impact;

- Demonstrate effective leadership skills by applying interpersonal and team-building strategies that foster collaboration, support equity and inclusion, and create respectful work environments for diverse teams, including women and other underrepresented groups in the trades.

We are currently recruiting developers for the following courses:

1. Applied Leadership for Sustainable Trade and Construction Management

Course Description: Equips learners with the skills to lead, supervise, and motivate diverse teams within construction and trade environments. Emphasis is placed on critically assessing personal leadership styles, developing effective communication strategies, delegation, and applying motivational techniques that foster collaboration, productivity, and accountability. Learners will also examine the supervisor's role in promoting workplace safety, equity, and inclusion while navigating the complexities of managing crews in dynamic and high-pressure settings. In addition, the course introduces risk management principles related to workforce planning, conflict resolution, and operational decision-making, preparing supervisors to anticipate and mitigate risks that impact team performance and project outcomes.

2. Bidding and Estimating for the Trades

Course Description: Provides trades professionals with the foundational skills needed to prepare accurate bids and estimates for projects. 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. The course will focus on the language and terminology of bidding, the roles of general contractors and subcontractors, cost estimating and pricing strategies, bid decision-making tools, understanding evaluation criteria, and effectively writing and preparing the components of a compliant bid package.

3. Construction Safety, Law, and Regulatory Compliance

Course Description: Provides a comprehensive overview of the legal, safety, human resources, and quality frameworks governing construction and trade operations in British Columbia. Learners will explore the BC Building Code, WorkSafeBC regulations, occupational health and safety legislation, contract law, and key aspects of employment and HR law relevant to construction supervisors. Through applied activities and case studies, students will develop the skills to identify and address compliance issues, implement safety plans, manage workforce obligations, and uphold quality assurance standards. Emphasis is placed on the supervisor's role in fostering a culture of safety, legal integrity, fair employment practices, and performance excellence.

4. Project Planning, Management, and Scheduling

Course Description: Develops the applied knowledge and skills required to plan, organize, and oversee construction and trade projects of varying scope and complexity. Emphasis is placed on developing comprehensive project management plans that integrate project scope, resource allocation, budgeting,

scheduling, and risk management using industry-recognized tools and methodologies. Learners will gain hands-on experience with MS Project for scheduling and resource management, and Procore for collaborative project tracking and documentation. Students will practice developing and interpreting project schedules, identifying and mitigating risks, tracking progress and timelines, and applying strategies to keep projects on time and within budget. Case studies and applied exercises will reinforce skills in project monitoring, reporting, and stakeholder communication, preparing learners to manage projects effectively in dynamic and risk-sensitive construction environments.

5. **Risk Management for Projects and Operations**

Course Description: Introduces students to the principles and practices of risk management across industries, with a focus on project-based environments such as construction, business operations, and data-driven decision-making. Learners will explore how to identify, assess, and mitigate risks using qualitative and quantitative methods. Topics include risk planning, regulatory compliance, financial exposure, safety and operational risks, and the use of data analytics to support risk-informed strategies. Through case studies and applied exercises, students will develop practical skills in risk analysis, scenario planning, and the use of tools such as risk registers and dashboards. The course emphasizes proactive thinking, ethical decision-making, and cross-functional collaboration in managing uncertainty and enhancing project resilience.

6. **Sustainable and Resilient Construction Practices and Materials**

Course Description: This course introduces the principles, regulatory frameworks, and applied strategies for advancing sustainability and resilience in the built environment, with a focus on material and resource selection that minimizes environmental impact and mitigates project risks. Learners will examine lifecycle thinking, energy and water optimization, sustainable material choices, and risk management considerations for long-term durability and climate adaptability. Global green building frameworks such as LEED and other standards relevant to the Canadian context will be explored. In addition, the course embeds Indigenous worldviews related to land stewardship, sustainability, and community well-being, highlighting the importance of holistic and long-term approaches to development. Emphasis is placed on respectful engagement with Indigenous communities and understanding how community-led perspectives and practices can inform resilient, ethical, and risk-aware construction. Through real-world case studies and applied tools, participants will gain the skills to make sustainable, inclusive, and risk-conscious decisions that contribute to environmental responsibility, social well-being, and resilient infrastructure in construction projects.

Qualifications:

- Demonstrated expertise in course subject area in the trades or construction industry required;
- Industry experience with the ability to illustrate your teaching with real life examples is required;

- 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:

- From the approved 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.

How to apply:

Please submit CV and indicate course(s) of choice to:

Miranda Angus, Director

Business and Technology Programs, Division of Continuing Studies, University of Victoria

Email: mangus@uvic.ca

Territory Acknowledgement

Consistent with UVic's values, we acknowledge and respect the Lək'wəṅən (Songhees and X̱w̱sepsəm/Esquimalt) Peoples on whose territory the university stands, and the Lək'wəṅən 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](#).