Job Posting

Intercultural Studies and Practice, Division of Continuing Studies and the Faculty of Humanities, University of Victoria

Position: Course Developer, ISP 102 Organizational Diversity and Inclusion
Posting Date: November 28, 2022
Closing Date: January 6, 2023
Format: Online

POSITION SUMMARY

The Division of Continuing Studies at the University of Victoria invites expressions of interest for the development of Organizational Diversity and Inclusion, which will be one of three courses in a non-credit Professional Development Certificate (PDC) in Equity, Diversity and Inclusion. This PDC will help participants to develop the critical knowledge and skills required to thrive within a global workplace.

COURSE DESCRIPTION

Organizational Diversity and Inclusion
Learn to identify the barriers to diversity and inclusion in organizations and develop the knowledge and skills to build respectful, equitable, and innovative workplaces.

Will include elements such as EDI policy frameworks, best practices, staff recruitment and retention, change management, conflict resolution and community consultation.

Qualifications:

- Master’s Degree in a related field or an equivalent combination of education and experience;
- substantive EDI knowledge and ability to communicate comfortably while remaining open to new and challenging ideas;
- excellent interpersonal, communication, and facilitation skills;
- previous teaching experience (designing content for a course, training or presentation) is preferred;
- instructional experience with adult or non-traditional learners and/or distance education is considered an asset.

Key duties/responsibilities:

- Develop course blueprint and learning outcomes to guide online development including: detailed assignment dates, descriptions, rubrics, schedule and list of readings and resources;
- Work with online development team to ensure that learning objectives, learning activities, and assessments meet the expectations for the course;
- Model effective oral and written communications that engage the learners, provide clarity, and provide a rich learning environment for participants;
• Ensure all content delivered corresponds with overall course learning outcomes;
• Demonstrate consistency and fairness in the preparation and grading of submitted work and ensure that feedback is timely.

Pay Rate
While course development and instruction are two separate appointments, it is anticipated (and preferable) that the successful candidate will undertake both components. The stipend for course development is $6000 (CDN). The stipend for course delivery is determined on the basis of academic credentials and prior academic teaching experience.

Application Procedure
Please submit your application (including CV and cover letter) by January 6, 2023 to:
Maxine Reitsma, Program Coordinator
Intercultural Studies and Practice
crmcoord@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.

Read full equity statement here:  www.uvic.ca/equitystatement

Territory acknowledgement
We acknowledge and respect the l'ək̓wən̓ən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Application Deadline: January 6, 2023