University of Victoria

Division of Continuing Studies | Business, Science, and Technology Programs
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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 an experienced professional to develop a self-paced online course on Sustainability Planning and Reporting. This course will be offered as both a stand-alone registration option, and will be an elective course within the new **Certificate in Trade and Construction Management.**

Sustainability Planning and Reporting
Course Description: This course equips construction and other professionals with the skills to create and implement practical sustainability plans tailored to real-world project conditions. Learners will explore how to assess project-specific environmental risks, set achievable sustainability goals, and integrate green building principles into planning and execution phases. Topics include stakeholder engagement, regulatory compliance, material and energy efficiency targets, and performance tracking. Through guided activities and templates, participants will leave the course with a draft sustainability plan applicable to their own projects or practice.

Qualifications:

- Demonstrated expertise in course subject area 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.

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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 Lək̓ʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən 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.