

# Job posting

## Management Accounting, Division of Continuing Studies

**Position:** Course Developer, [BMBA220 Management Accounting](#)

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

**Dates:** preparation beginning November 2024, new course ready for May 2025

**Delivery Mode:** Developing for online asynchronous delivery with face-to-face and online instruction

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### Position Summary:

The Division of Continuing Studies at the University of Victoria invites expressions of interest for the development of a foundational course in [Management Accounting](#) for a non-credit [Certificate](#) and [Diploma](#) in Business Administration, and part of the [Business Finance](#) micro-credential.

### Current Course Description:

This course is an introduction to the fundamental concepts of management accounting. It complements concepts covered in [BMBA140 Financial Accounting](#) by focusing on the accounting functions internal to the organization.

Management Accounting is concerned with the data and techniques used in the decision-making process. This includes analysis and accounting for costs, exposure to cost behavior, costing approaches, budget planning, reporting and capital budgeting. The course will also discuss recent developments such as activity-based costing.

This course is targeted at business leaders with an emphasis on developing analytical, problem solving and decision-making skills in using accounting information to make business decisions. Strategic thinking will be applied in the problem-solving process.

### Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Develop their analytical, problem solving and decision-making skills.
- Learn how to use accounting information to make basic business decisions.
- Apply strategic thinking within the problem-solving process.
- Improve communication skills (both written & oral).

### Qualifications:

- Master's Degree or Professional Designation in a related field or an equivalent combination of education and experience;
- An understanding of the needs of the increasingly diverse workforce;
- Excellent interpersonal, communication, and facilitation skills.
- Industry experience with the ability to illustrate your teaching with real life examples;

- Previous teaching experience (designing content for a course, training or presentation) is preferred;
- Instructional experience with domestic and international adult or non-traditional learners 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 \$7000 (CDN).

**Application Procedure:**

Please submit a cover letter and current resume (in pdf format), indicating your area of expertise within the above-mentioned course to Geneviève Lemay (she/her), Program Coordinator: [bmpcoord1@uvic.ca](mailto:bmpcoord1@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 lək'wəŋən 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.