

Job posting

Position: Instructor, Business and Management Programs

Posting Date: June 15, 2021

Closing Date: Posting will remain open until positions are filled

Instruction Hours: 39

Weeks: 13

Pay Rate: \$5,000

Delivery Mode: Face to Face – in class instruction at the UVic campus

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 is interested in developing long-term relationships with superior instructors who have high professional standards, excellent communication skills, enthusiasm and a commitment to creating learning experiences immersed in adult education principles.

We are seeking a professional who desires the opportunity to share their knowledge and experience in the field of business, management and leadership. Our learners are seeking to enhance their current knowledge, skills, and abilities, and expand their career options.

Qualifications:

- Master's Degree in a related field or an equivalent combination of education and experience;
- An understanding of the needs of the increasingly diverse workforce;
- 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 and/or distance education is considered an asset;
- Excellent interpersonal, communication, and facilitation skills.

Key Duties/Responsibilities:

- Develops and provides students with an approved DCS syllabus based on the provided course description and learning outcomes, including detailed assignment dates, descriptions, list of readings and resources, rubrics, schedule and evaluations;
- Organizes, prepares, and regularly revises and updates all course material;
- Uses appropriate technological options for course-related software, as applicable;
- Models effective oral and written communications that engage learners, provide clarity, and provide a rich learning environment for participants;
- Ensures all content delivered corresponds with overall course learning outcomes;
- Demonstrates consistency and fairness in the preparation and grading of submitted work and ensures that feedback is timely and comprehensive.

We are seeking instructors for the following courses within the **Certificate in Business Administration** (CBA) and **Diploma in Business Administration** (DBA) programs:

- [Business Law – BMBA300](#)
- [Business Writing – BMBA110](#)
- [Interpersonal Business Communication – BMBA120](#)
- [Organizational Behaviour – BMBA130](#)
- [Small Business Management – BMBA290](#)

For further information about the Business, Management and Leadership Programs, please visit

<https://continuingstudies.uvic.ca/business-technology-and-public-relations/topics/business-management-and-leadership>

How to apply:

Please submit a cover letter and current resume (in pdf format), indicating your area of expertise within the above mentioned courses to:

Geneviève Lemay, Program Coordinator: bmpcoord1@uvic.ca

Equity Statement:

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.