

Job posting

Position: Instructor, Business and Management Programs

Start Date: Seeking instructors to start in the January 2023 term

Closing Date: Posting will remain open until positions are filled

Instruction Hours: 39 (3 hours classroom time, once per week) per section, plus preparation

Delivery Mode: While we deliver both online and face-to-face courses, priority will be given to instructors available to teach face-to-face courses at this time

Pay: Dependent upon class size (starting at \$5,500)

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 finance and financial management. Our learners are seeking to enhance their current knowledge, skills, and abilities, and expand their career options.

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;
- 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;
- Excellent interpersonal, communication, and facilitation skills.

Key Duties/Responsibilities:

- Develops and provides students with an approved Division of Continuing Studies 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)**;

Financial Accounting – BMBA140

This course is an introduction to financial accounting. You will be introduced to the accounting cycle as well as the preparation of journal entries and financial statements. Other topics covered include the accounting for:

- cash
- accounts receivable
- inventory
- capital assets
- current liabilities
- owner's equity

A strong knowledge of the principles of accounting gives you the power to make sound business decisions.

[View sample course outline](#)

Management Accounting – BMBA220

This course is an introduction to the fundamental concepts of management accounting. It complements concepts covered in 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 behaviour (cost-volume-profit)
- the contribution approach
- variance analysis
- differential cash flows
- budgeting

The course will also discuss recent developments such as activity-based costing.

[View sample course outline](#)

Finance – BMBA360

This course is designed to follow the introduction to finance and continues using material presented in Financial Accounting. You will be introduced to:

- basic financial management theory
- financial and operating leverage
- project planning
- financial statement analysis
- capital structure
- capital investment decisions
- forecasting
- sources of financing

[View sample course outline](#)

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.