JOB POSTING

Emergency Management for Organizational Continuity Program
Call for Course Developer and Instructor for Operations Management

Posting date: 26 January 2021

The University of Victoria’s Division of Continuing Studies seeks a subject-matter expert to develop a required course, “Operations Management” for the new Emergency Management for Organizational Continuity Professional Development Certificate micro-credential program. A separate contract to instruct the course may also be offered on completion of development.

The program

The new four-course Emergency Management for Organizational Continuity program equips learners with the knowledge and skills needed to plan for and maintain business continuity in the event of an emergency such as a natural disaster, pandemic, conflict or cyber-attack. Students will develop the skills to prevent, respond to, and manage threats to business continuity relevant to their industry, sector, and organization. This program is suitable for anyone within an organization who is not a specialist in emergency response, but who seeks high-level engagement with the processes of assessing and managing risk to collaborate effectively on planning with others within and outside their organization. The first course in the program, Introduction to Emergency Management for Business Continuity, introduces the principles of risk management and planning, and establishes the framework for the following three required courses: Operations Management, IT Security, and Crisis Communications.

Job description

We seek a subject-matter expert to develop the curriculum for this new 12-week online course by developing learning objectives, identifying learning materials, writing course content, and designing learning activities and assessments that allow learners to achieve the learning objectives. A UVic project manager and instructional designer will support this development. Under a separate contract, in the delivery phase, the instructor facilitates online discussion forums to ensure learner engagement, address questions, grade learning activities and assessments. Instructors are contracted through the University of Victoria and adhere to administrative responsibilities as outlined by administrative staff within the Health Sciences Unit.

Qualifications

Candidates must meet the following criteria:

- Relevant academic and professional accredited background
• Relevant work experience in the field of operations management
• Expertise working with diverse sectors including public, private, and not-for-profit organizations
• Experience in emergency planning in operations management to support business continuity
• Superior writing and editing skills
• Knowledge in teaching online courses an asset

How to apply

Please submit a résumé with a letter of intent by March 5, 2021 to:

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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.