

Job Posting

Position: Course Developer and Instructor, Intercultural Communication for the Workplace

Posting Date: October 3, 2020

Closing Date: October 25, 2020

Format: Online

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 \$6000 (CDN). The stipend for course delivery is determined on the basis of academic credentials and prior academic teaching experience.

The Division of Continuing Studies 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, 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 Intercultural Communication.

Qualifications:

- Master's Degree in a related field or an equivalent combination of education and experience;
- an understanding of the the impact of globalization on private and public sector employment, and the needs of the increasingly diverse workforce;
- excellent interpersonal, communication, and facilitation skills;
- previous teaching experience (designing content for a course, training or presentation) is preferred;
- instructional experience with adult or non-traditional learners and/or distance education is considered an asset.

Key duties/responsibilities:

- Develop course blueprint based on the provided course description 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 assessment, 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.

How to apply: Please submit a cover letter and current resume to:

Maxine Reitsma, Program Coordinator
Division of Continuing Studies
crmcoord@uvic.ca

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue through the selection process will be contacted.

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