

Instructor Office Administration Program

School of Business

Full-time Term

Competition # 07-19/20

Salary: \$30.76 to \$45.70 per hour

Educational Supplement: Masters degree \$1.45 per hour; PhD \$2.89 per hour

Assiniboine Community College places a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The School of Business is seeking an instructor to teach in our Medical Administration program in Brandon, Manitoba. This is a term position beginning in August 2019 and ending in May 2021

Be Passionate.

If you have experience working in a medical environment, are professionally driven by the principles of office administration, and are the type of person who will thrive on producing quality programs that are responsive to Manitoba's labour market, then you are the sort of person we are looking for. We are looking for the person who can pass along their knowledge of human relations and diversity and of medical administration, and produce graduates that have mastered their skills to secure career related employment.

Take Initiative.

You are the type of person who takes initiative and ensures you provide an unparalleled student experience for our students through positive classroom management, student evaluation, academic advising, and related administrative duties. You will be an engaging and forward-thinking instructor, ready to inspire the next generation of business students.

Deliver Results.

In order to deliver the results we need, you will need a relevant administration background that includes a relevant degree or relevant combination of education and experience. Outcomes are not only measured in the classroom, they are also measured by being part of the overall college team so, excellent communication skills, organization skills, and ability to work effectively in a professional team environment will be required. Although not required, experience teaching adult learners would be an asset.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.

