

## Instructor, Office Administration Program

School of Business

Full-time Term (December 2021 to December 2022)

Competition # 53-21/22

Salary: \$58,764 to \$87,303 annual (\$31.07 to \$46.16 hourly)

Educational supplement: Masters \$1.45/hour, Doctorate \$2.89/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 Legal Administration program in Brandon, Manitoba. This is a term position beginning as soon as possible and ending in December 2022.

### **Be Passionate.**

If you have experience working in a legal 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 office procedures and legal 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.**

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 are essential. Although not required, experience teaching adult learners would be an asset.

This competition will remain open until filled.

**Please note:** The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

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*Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promote full participation to ensure dignity, respect, and equal access for all employees.*

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page. Requests for accommodations can be made at any point during the recruitment process through the same contacts.*

*Assiniboine Community College  
c/o Human Resources  
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9  
Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)*

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