

Instructor, Office Programs

Full-Time/Part-Time, Term (July 1, 2024, to August 29, 2025)

Brandon, MB

Competition # 173-23/24

Salary: \$63,431 to \$97,078 annually (\$33.65 to \$51.50 hourly)

(Educational Supplement: Masters \$1.52/hour; PhD \$3.03/hour)

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years. Reporting to the Chairperson or Program Coordinator, instructors are primarily responsible for the development and delivery of curricula and evaluation of student performance relating to the divisions on campus program. The successful candidate will be hired to teach various office course. Detailed course descriptions can be found under Business Administration on the college website.

Be Passionate and Taking Initiative with these Responsibilities:

- Instruct students in a classroom and provide academic assistance during consultation hours.
- Modify and/or develop course objectives, course outlines, curricula and evaluation procedures and instruments.
- Prepare and maintain all course-related records including evaluation, attendance records, and submit information as required.
- Identify, prepare, and organize course materials and learning resources for course delivery.
- Maintain classroom, and, if necessary, recommend action to supervisor regarding student behaviour, including formal student disciplinary action.
- Facilitate and maintain a creative and positive learning environment which provides the opportunity for meaningful learning.
- Assist in developing timetables, program budgets, and operational plans.
- Participate in projects that support college activities and environment.
- Assist with the identification, design, implementation, and evaluation of new initiatives.
- Attend professional development activities as determined by the divisional human resource plan.

Being able to deliver results by having:

- Candidates with a **PHD or MBA** are preferred and where applicable, **CPA, CPHR** and other industry specific designations are desirable.
- Excellent communication and organizational skills with a diverse student population.
- Relevant business background that includes an appropriate post-secondary education combined with several years' experience in a business environment.
- Experience teaching adult learners would be an asset.

This competition will remain open until the positions are filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or careers@assiniboine.net.

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.

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

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #173-23/24 to careers@assiniboine.net.

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

Please contact careers@assiniboine.net to request this document in an alternative format if necessary.