

Instructor, Business & Management (Term)

School of Continuing Education

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Red River College, School of Continuing Education requires instructors for a variety of courses and programs related to Business and Management in various day, evening, online and distance education program areas. Duties will include but not be limited to: instruction, facilitation, development and modification of curriculum, practicum placements, supervision and guidance of students. This will include preparing course outlines, lesson plan development, maintaining student records, student evaluations and assessment, student academic support and may include attendance at scheduled meetings and other professional duties related to instruction.

REQUIRED QUALIFICATIONS

- Relevant Certificate/Diploma/Degree in business, international business, accounting, commerce, human resource management, economics, marketing, administrative assistant operations or related field. A combination of education and experience may be considered
- Significant and current related industry or business experience
- Ability to instruct in a variety of business areas (e.g. accounting, bookkeeping, marketing, administrative assistant operations, finance, international business, communication, human resource management, payroll, etc.)
- Exemplary communication skills (written and verbal)
- Proficient in the use of computer applications specific to the business environment including MS Office
- Effective interpersonal and leadership skills
- Ability to instruct in a virtual/online setting, including excellent facilitation and presentation skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience in adult education experience and/or Certificate in Adult Education
- Experience developing curriculum and instructing at a post-secondary institution
- Experience with a learning management system (e.g. LEARN, D2L)

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Instructors are required to complete the Teaching for Learning (TFL) in Applied Application program or have previously completed the Certificate in Adult Education (CAE)

COMPETITION NUMBER

2021-138

CLOSING DATE

Until Filled

SALARY

\$31.06 - \$46.13 hourly*

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full Time and Part-Time, Term Positions
Available

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr