

Instructor, Business (Term)

School of Continuing Education, Steinbach Campus

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

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

DUTIES

Seeking multiple instructor(s) to teach a variety of courses for the Red River College Polytechnic (RRC Polytech), Steinbach Regional Campus for Business related programs Business Administration, Business Accounting and Management and Administrative Assistant delivered face to face in Steinbach and/or online to other regions.

Duties related to instructing include: curriculum development lesson planning, completing course outlines, maintaining student records, Evaluation marking, recording in Learn and submission, classroom management, student evaluation creation and administration, assisting in College activities including instructor meetings with parent program and local team, and relevant committees or work assignments as required. Instruction will be both online and in person as needs dictate. Instructor must be willing and able to attend in person classes as needed and be willing teach blended classes of in person and online students.

Courses include, but are not limited to: those offered in Business Administration, Business Accounting and Management and Administrative Assistant. Please see RRC Polytech's Steinbach Campus [website](#) for full listing of courses. Subject areas include; Accounting, Marketing, Human Resources, General Business and Business Computing.

REQUIRED QUALIFICATIONS

- Relevant Business degree, Chartered Professional in Human Resources (CPHR), Marketing accreditation, Certified Public Accountant (CPA) designation for accounting courses, or equivalent combination of education and experience may be considered for the subject area applied for.
- Significant related business, human resource or marketing experience as applicable for the area you are applying to
- Ability to instruct in a variety of Business Administration and/ or Human Resource or Marketing an Office Administration content
- Experience in developing and delivering presentations in a group setting both online and in person. Specify preference, if you have one.
- Exceptional verbal communication skills
- Exceptional written communication skills
- Ability to use conflict resolution techniques to facilitate positive outcomes
- Demonstrated leadership skills
- Excellent interpersonal skills
- Demonstrated ability to work with current learning tools and technologies associated with course delivery both online and in person.
- Experience using Microsoft Office in a business environment, including demonstrated use of PowerPoint presentations
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience with WebEx, Learn, MS Teams or virtual meeting technologies
- Experience with online instruction

CONDITIONS OF EMPLOYMENT

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

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-085

CLOSING DATE

Until Filled

SALARY

\$32.96 - \$48.95 hourly *

*The successful candidate with a Masters or PhD in a related field will receive an Educational Supplement of \$2,850 or \$5,700 per annum, respectively, pro-rated on an hourly basis.

POSITION LOCATION

Steinbach Campus
(70km outside of Winnipeg, MB)

POSITION TYPE

Part-Time, Term Positions Available

Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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 RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech 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