### UNITÉ D’EMBAUCHE

**Hiring Unit:**

Career and Professional Development (Non-Credit Programs)

### TITRE DE COURS

**Course Title:**

Parliamentary Research and IT - online course

### SIGLE

**Subject Code:**

CBUS 249-751

### SESSION

**Term:**

Été 2018

**Location:**

En ligne

**Schedule:**

July 9 – August 17, 2018

### ÉDUCATION

**Education:**

A minimum of a Bachelor’s degree from a recognized university in one of the following: Public Administration, Political Science, Law, or other relevant fields. Graduate Degree preferred.

### EXPÉRIENCE

**Experience:**

- Teaching experience in a university or corporate context.
- Extensive*, current and relevant professional experience in parliamentary management and administration.

### AUTRE(S) INFORMATION(S)

**Other information:**

- Relevant designation/certification an asset.
- Applicants must:
  - demonstrate an ability to design structured course materials, including learning activities, based on the course description and target audience;
  - demonstrate an ability to foster learning by establishing a positive classroom dynamic, involving learners in various activities, and managing student participation and group interactions effectively;
  - demonstrate an ability to communicate clearly and effectively in the language of the course, both orally and in writing;
  - provide evidence of an ability to use a variety of technologies to support student learning;
  - provide evidence of how they keep abreast of advances in the field of expertise relevant to the course in question.
  - demonstrate the ability to carry out the duties and obligations of a course lecturer in a respectful and timely manner.
  - demonstrate the ability to work with the School and University administration to address conflicts in a constructive and timely manner.

### ENSEIGNEMENT PARTAGÉ

**Team teaching:**

- Oui / Yes
- Non / No

**Si oui, nombre de crédits/CEUs**

If yes, number of credits/CEUs

NA

### MODE DE LIVRAISON

**Method of Delivery**

- Présentiel / Face-to-Face
- En Ligne Synchronisé / Online - Synchronous
- En Ligne Non-Synchronisé / Online - Asynchronous
- Hybride / Hybrid

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**Deadline to apply:** February 15, 2018

**To apply:** Complete the web form at [https://www.mcgill.ca/continuingstudies/about-scs/careers-scs/cpdncappform-summer](https://www.mcgill.ca/continuingstudies/about-scs/careers-scs/cpdncappform-summer)

**Please note:**

- Incomplete applications may not be considered.

**Date limite pour postuler:** 15 février 2018

**Pour soumettre votre candidature :** Veuillez remplir le formulaire en ligne disponible [https://www.mcgill.ca/continuingstudies/about-scs/careers-scs/cpdncappform-summer](https://www.mcgill.ca/continuingstudies/about-scs/careers-scs/cpdncappform-summer)

**Veuillez prendre note que :**

- Toute soumission incomplète pourrait demeurer non traitée.

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* ‘Extensive’ experience usually refers to a minimum of 5 years experience. Applicants with slightly less experience may be considered.