Faculty Lecturer; Program Coordinator, Project Management & Business Analysis
Career and Professional Development (CPD)
McGill School of Continuing Studies

McGill University’s School of Continuing Studies is one of the fastest growing and successful continuing education institutions in Canada. The School meets the diverse educational needs and aspirations of the members of a rapidly changing society, and provides a flexible and innovative learning environment to individuals with changing career or personal goals. The School draws on its own human and physical resources and those in the rest of the University, and on expertise from the outside community. The clientele served is local, national and international.

Job Posting – Faculty Lecturer; Program Coordinator, Project Management & Business Analysis

The hiring units of Career and Professional Development (CPD) - Credit and Non-Credit Programs - of McGill’s School of Continuing Studies (SCS), invite applications for a part-time position as Faculty Lecturer, Program Coordinator, Project Management & Business Analysis programs. These CPD units jointly serve close to 5,000 adult learners at McGill SCS, where Project Management and Business Analysis programs are among over 40 undergraduate, graduate and professional development programs offered. Faculty Lecturer, Program Coordinator provides academic leadership and plays a key role in the growth and development of Project Management and Business Analysis programs, including online and customized programs.

Representative Responsibilities

This position involves both a teaching load and an administrative load. Duties performed by the Faculty Lecturer, Project Management & Business Analysis Program Coordinator, include but are not limited to the following:

Teaching

The Faculty Lecturer contributes to teaching credit and non-credit professional development courses in Project Management and Business Analysis. This position includes a teaching load of at least 3 courses per academic year. Course load may vary depending on involvement in projects.

Program Development & Growth

- In collaboration with CPD Directors, develop new programs in project management and business analysis including online and customized programs.
- Liaise with appropriate professional associations and business organizations to ensure that programs are in alignment with industry needs.
- Actively promote CPD programs to ensure growth: conduct information and orientation sessions, participate in trade shows, conferences and other industry events, as well as meetings with employers and other external partners to establish their learning needs and propose learning solutions.
- Liaise with Instructor Services and Educational Technologies (ISET) to coordinate project implementation and ensure that project deliverables are met.
- Contribute to the development and review of CPD’s strategic plan as well as implementation of the relevant strategic plan initiatives and goals.
- Participate in other CPD initiatives as required.

Program Coordination & Administration

- Oversee Professional Development Certificate (non-credit) programs in Project Management and Business Analysis to ensure cohesiveness and consistency of program content across all the courses forming part of these programs.
- Oversee undergraduate and graduate Project Management credit courses.
- Assist with coordination of special projects including corporate training and study abroad intensive programs.
Serve as a resource person for course lecturers teaching in the programs and provide onboarding guidance and support to new course lecturers and guest speakers.

Organize and coordinate pedagogical meetings with course lecturers teaching in these programs.

Provide recommendations for program/course improvements. Ensure implementation of the agreed actions related to program and/or course revisions.

Become familiar with technology supporting implementation of online and “virtual” classroom delivery.

Plan and organize projects, ensure smooth and timely delivery of project activities.

Participate in CPD’s Program Committee and departmental meetings.

Advise prospective students interested in project management and/or business analysis programs - in person, by phone or e-mail.

**Education/Experience Required:**

- Graduate degree in Project Management, Business Analysis, Business Management or a closely related discipline.
- Must be PMP certified and hold one of the following certifications: CBAP, CBATL, PMI-PBA
- Minimum of five (5) years’ professional experience in project management and business analysis

**Other Qualifying Skills and/or Abilities**

- Strong organizational and leadership skills
- Teaching experience in a post-secondary or corporate context
- Experience with program design, development and delivery including online and hybrid formats
- Ability to use a variety of educational technologies to support program delivery and student learning
- Demonstrated ability to keep abreast of relevant knowledge and innovations in the field of expertise
- Demonstrated ability to understand and navigate complex environments to achieve results
- Excellent communication skills in English and French, oral and written; Fluency in other languages (asset)
- Commitment to the values of university continuing education
- Experience in entrepreneurial approaches to education (asset)
- Fluency in other languages (asset)
- Publications in the field of expertise

**Position Details**

This is a part-time (0.6 FTE or equivalent of 3 days a week) ranked academic, non-tenure track position with an initial appointment of two (2) years.

**Application Procedure**

Applications must quote reference number AK9124 and should include the following materials:

- Cover letter summarizing relevant educational background and work experience,
- Curriculum vitae tailored to this position,
- Statement of Teaching Philosophy,
- Teaching evaluations for the most recent years
- The name and title of two (2) referees along with contact information

Applicants interested in this position should submit their application by email to hr.conted@mcgill.ca

The review of applications will begin immediately and continue until the position is filled.

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*