



McGill

Centre for Continuing Education

McGill University's Centre for Continuing Education is one of the fastest growing and successful continuing education institutions in Canada. The Centre 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 Centre 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 – Sessional Course Instructors

The Department of Career and Management Studies at McGill University's Centre for Continuing Education is searching for instructors for several of our undergraduate and graduate programs.

- Accounting
- Business Management
- Finance
- Human Resources
- Information Technology
- International Business
- Internet Business
- Leadership
- Marketing
- Public Relations
- Supply Chain Management
- Taxation

Courses may be offered in the fall, winter or summer semester, and are usually scheduled in the evening from 6 to 9 p.m.. For more information on our programs please refer to our website (<http://www.mcgill.ca/conted/programs>).

Instructors' Responsibilities include:

- Develop teaching materials for the course, including, as appropriate, assessment tools such as assignments, projects, mid-term test and final exam;
- Deliver course lectures, incorporating the principles of adult learning, such as blended learning;
- Use WebCT as a tool for course management;
- Attend and actively contribute to all the pedagogical meetings of the program held at least once per semester;
- Participate in workshops delivered by Teaching and Learning Services of McGill University;
- Respond to student enquiries and requests for assistance outside normal class hours (within reasonable limits).

Qualifications:

We are looking for exceptional candidates who possess:

- A Master's or Ph.D. degree in a related field;
- Professional or industry experience in a related field;
- Successful teaching experience at the college or university level, or corporate training experience;
- Exceptional communication and interpersonal skills;
- Excellent English, spoken and written;

Assets:

- Professional designation;
- Ability to assess assignments written in French;
- Some experience with on-line learning;
- Knowledge of concept mapping for course development.

How to apply:

Applications should include:

- A brief cover letter (including statement of teaching experience);
- A curriculum vitae;
- The name, title and contact information of two referees.
- If available, copies of recent student evaluations;

Interested applicants should send their application to:

Ashley Ziai
Administrative Coordinator
Department of Career and Management Studies
McGill University
Centre for Continuing Education
688 Sherbrooke St. West, Room 1140
Montreal, Quebec Canada H3A 3R1

Applications may also be submitted by email to ashley.ziai@mcgill.ca.

Applications will be accepted until October 31, 2010 (or until the positions are 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.