Academic Program Coordinator, Information Technology
McGill University's 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, Academic Program Coordinator, Information Technology

The School of Continuing Studies (SCS) offers a wide range of continuously growing credit and non-credit information technology programs. SCS invites applications for a full-time academic position of Faculty Lecturer, Academic Program Coordinator to provide academic leadership and play a key role in the growth and development of software and web development programs including professional development and customized programs.

RESPONSIBILITIES

This position involves teaching and administrative responsibilities. Duties performed by the Faculty Lecturer, Academic Program Coordinator, include (but are not limited to) the following:

Teaching
The Faculty Lecturer contributes to teaching credit and non-credit information technology courses. This position includes a teaching load of up to 4 courses per academic year. Course load may vary depending on involvement in projects and other responsibilities.

Program Development
• Lead and oversee development and delivery of high quality market responsive information technology programs including software and web development programs.
• Liaise with appropriate professional associations and business organizations to ensure that SCS offerings are in alignment with industry and job market needs.

Program Coordination
• Oversee the academic content and all aspects of delivery of SCS Information Technology programs.
• Ensure academic and administrative policies, guidelines and procedures are followed.
• Maintain currency in information technology field.
• Work within the guidelines of the Collective Agreement to recruit qualified and diverse teaching staff.
• Provide leadership to teaching staff in their teaching/learning activities and maintain high academic standards.
• Review student feedback and identify areas for improvement in collaboration with teaching staff.
• Coordinate and lead pedagogical meetings with teaching staff to ensure consistency and continuity in academic content and quality.
• Ensure that educational technologies are integrated into the program delivery to support teaching and learning.
• Assess the potential for online delivery to meet the needs of learners/potential learners for more flexible delivery formats.
• Liaise with related Faculties at McGill University as well as with relevant business organizations.

Advising
• Advise prospective students and working professionals interested in information technology programs.
• Act as a resource person for SCS staff on programs’ admissions and content.

Service
• Serve on the Information Technology Program Committee, made up of academic and industry partners, that advises SCS on the content of its programs.
• Potentially participate in other SCS/University Committees.

La version française suit.
Other responsibilities

- In collaboration with the SCS Marketing and Communications unit, play an active role in marketing and promotion of information technology programs.
- Participate and represent SCS at relevant industry events and/or conferences.
- Participate in and/or oversee special projects and professional development offerings.
- Contribute to a healthy work environment.

EDUCATION & EXPERIENCE REQUIRED:

- Minimum of a Master’s degree (Doctorate preferred) in a related field;
- Minimum of five (5) years of experience with course/program development and delivery, preferably at the university level;
- Extensive and current professional experience in the field of information technology

QUALIFYING SKILLS AND/OR ABILITIES:

- Strong written and oral communication skills in both English and French;
- Teaching experience, preferably at the university level;
- Experience with program design, development and delivery including online and hybrid formats
- Demonstrated ability to use a variety of educational technologies to support program delivery and student learning;
- Demonstrated ability to keep abreast of advances in the field of information technology;
- Demonstrated ability to understand and navigate complex environments to achieve results;
- Demonstrated ability to lead as well participate in teams;
- Commitment to the values of university continuing education.

ASSETS:

- Experience in entrepreneurial approaches to education
- Fluency in other languages
- Publications in the field of expertise

POSITION DETAILS

Position type: Contract Academic Staff (non-tenure)
Rank: Faculty Lecturer
Status: Full-Time
Duration: One (1) year
Salary: Salary will be commensurate with qualifications and experience

APPLICATION PROCEDURE

Applications must include the following materials:

- The position reference number: AK0124
- Cover letter summarizing relevant educational background and work experience,
- Curriculum vitae tailored to this position,
- Statement of Teaching Philosophy,
- Teaching evaluations for the two most recent years,

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.*