Teaching and Learning Services
Academic Associate

Applications are invited for a two-year, full-time, non-tenure track appointment (with the possibility of renewal) as an Academic Associate in the Teaching and Learning Services (TLS) unit at McGill University. TLS is dedicated to promoting excellence in teaching and learning at McGill. Its Director, who reports to the Deputy Provost (Student Life and Learning), leads a team that includes academic and non-academic professionals, support staff, and student interns. Over the past years, the attention to and support of teaching and learning has grown dramatically, making this an exciting time to join TLS as an Academic Associate.

The successful candidate will collaborate with academic and non-academic staff, and undergraduate and graduate students by:

- Working with the leadership of TLS to develop and implement programs designed to support student success programming and the transition into and out of post-secondary education for undergraduate (SKILLS21) and graduate (SKILLSETS) students;
- Facilitating and encouraging students’ access to a wide variety of existing and newly developed learning opportunities outside of disciplinary and credit course considerations;
- Liaising with Student Life and Learning units and other partners internal and external to the institution (including other Quebec universities) to develop new programs and enhance student learning and skills development opportunities;
- Strategically planning professional development initiatives to ease students’ integration into University life, support students’ learning and acquisition of transferrable skills, and guide them towards a rewarding student life experience by offering a broad range of workshops, conferences, and other opportunities;
- Providing leadership and professional guidance and support to Faculties, departments and service units in the conception and formulation of new activities and practices;
- Working with a team of professional staff, providing professional expertise, advice, and support to students, staff, and academic units in the development and implementation of policies, programs and systems that support the growth and success of undergraduate and graduate skills programs;
- Monitoring progress and results of program development, including conducting assessments, and creating reports and relevant documentation for stakeholders;
- Providing leadership and guidance to unit members and other professionals on all administrative issues related to undergraduate and graduate student programming;
- Supervising administrative and support staff, and evaluating progress of assignments and results.

Qualifications
The search committee is seeking a service-oriented individual who is able to conceptualize, design, implement, and evaluate initiatives that aim to transform and improve teaching and learning at McGill. Demonstrated leadership and organizational abilities, as well as collaboration, supervisory, and team building skills are essential. Excellent written and oral communication skills in English are required; knowledge of French is an asset.
Ideally, the successful candidate will have demonstrated abilities in the following areas:

- design and development of formal and informal learning programs
- instructional and assessment strategies
- program and curriculum development
- workshop facilitation
- collaborative projects as both team leader and team member
- implementation of educational development projects with a variety of stakeholders
- application of technology to teaching and learning
- application of research and theory of teaching and learning in higher education to educational development projects
- individual consultations
- personnel recruitment and team development
- teaching at the post-secondary level
- relevant professional activities (e.g., peer review of articles, conference submissions, association officer, conference organizer)
- contributions to University activities (e.g., governance committee work; adjudication committees)

**Education**
Preference will be given to applicants with completed, earned PhDs in a relevant discipline; a Master’s degree in a relevant discipline is the minimum requirement.

**Salary**
Competitive and commensurate with academic background and experience.

Applications should include a cover letter, a current curriculum vitae, and the names and contact information of three referees who can speak to the applicant’s qualifications for the position.

To express interest in this position, please forward applications by April 12th, 2019 to: [hr.tls@mcgill.ca](mailto:hr.tls@mcgill.ca) indicating TLS Selection Committee in the subject line.

*McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Professor (Equity and Academic Policies) at [angela.campbell@mcgill.ca](mailto:angela.campbell@mcgill.ca) or 514-398-1660.*