



ACCOUNTING INSTRUCTOR

Classification: Instructor

Part-Time Term Position: Maximum 337.5 hours

February 11, 2019 to November 07, 2019

Cross Lake, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: UCN requires an accounting instructor to teach the following in Cross Lake MB:

- MSC.1780 Financial Mathematics
- MGT.1010 Introductory Financial Accounting 1
- MGT.1120 Computerized Accounting – Small Business

Course delivery will consist of classes being offered one week per month. This is a term position requiring living in Cross Lake. In addition to teaching duties, the instructor will be responsible for tutoring, classroom management, student supervision and advising, maintenance of student records and grades, maintenance of applicable inventory, curriculum review/development and other administrative tasks. Instructional workload is teaching one week per month and will include assignments throughout course delivery. In addition to teaching, the instructor will be required to provide 30 hours of tutoring for the duration of the program.

- Preparation: 75 hours – beginning February 11, 2019
- Classroom dates: 195 hours February 18, 2019 – October 30, 2019
- Wrap up hours: 37.5 hours to finish November 07, 2019
- Tutoring: 30 hours (February 11, 2019 to November 07, 2019)

Qualifications:

- Four-year Business Administration Degree or related education with Accounting focus
- Three years of related teaching experience preferred with an Accounting focus
- Knowledge in all aspects of Business Administration
- Experience applying culturally relevant educational practices
- Strong organizational skills
- Strong self-management skills
- Effective interpersonal skills
- Effective communication skills
- Ability to accommodate a flexible delivery schedule
- Ability to work in a team environment
- Personal experience and/or knowledge and understanding of Indigenous cultures
- Demonstrated knowledge and understanding of the cultural influences and specific needs of adult learners in northern Manitoba

Assets:

- The ability to speak an Indigenous language
- Previous experience working with distance technology

Conditions of Employment:

- Candidates must be legally entitled to work in Canada

Applications are invited from local residents or individuals willing to relocate who have a demonstrated interest and ability to work with Indigenous learners and mature students.

Applicants must provide a cover letter, résumé, references and copies of their transcripts with their application.

Applicants must demonstrate on their résumé how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 19-003
Closing Date: January 25, 2019, however, will remain open until filled
Salary Range: \$31.40 to \$46.64 hourly, plus remoteness allowance
Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.