



University College
of the North

Business Administration Instructor Faculty of Arts Business and Science

Classification: College Instructor
Full-Time Term Position: October 1, 2020 to June 25, 2021
Thompson, 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: University College of the North requires an instructor to teach into the Faculty of Arts, Business and Science at the Thompson Campus. Reporting to the Dean, instructors are responsible for the development and delivery of culturally relevant curriculum, practicum coordination and assessment where applicable and for evaluation of student performance relating to their teaching assignments. Instructors also assist with assigned activities including University College promotion, student recruitment, and various program administrative functions. In addition to teaching duties, the instructor will be responsible for related duties including classroom management, student supervision, maintenance of student records and grades, curriculum refinement and other administrative tasks.

Qualifications:

- Bachelor's degree in business or related discipline
- Professional designation (CA, CPA, CMA, CGA)
- Experience in relevant post-secondary teaching
- Experience applying culturally relevant educational practices
- Excellent organizational skills
- Effective interpersonal skills
- Effective communication skills
- Excellent computer skills (MS Office)
- Demonstrated initiative and ability to work independently as well as part of a team
- Demonstrated ability to understand and deal with issues specific to Indigenous learners and mature students in northern Manitoba
- Personal experience and/or knowledge and understanding of Indigenous cultures

Assets:

- The ability to speak an Indigenous language
- Knowledge and experience with learning technologies (e.g. D2L, Adobe, Video Conferencing, Zoom, etc.)
- Possession of Certificate in Adult Education (CAE)
- Master's Degree in Business and/or Accounting designation (CPA, CGA, CMA, CA)

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be able to accommodate a flexible delivery schedule (day, evening, and directed learning courses)

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 Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous 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: 20-045
Closing Date: September 2, 2020; however, will remain open until filled
Salary Range: \$31.64 to \$46.99 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.