



Human Resources Instructor

Classification: College Instructor

Part-Time Term Position: ASAP

Remote delivery to northern Manitoba students

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 a college instructor to teach in the Badge 2 – Human Resources of the CAO Training program remotely. The dates will be determined when an instructor is hired. The course will be delivered 2 hours per day over a 3-week period via Zoom due to COVID-19 restrictions. Teaching hours will be 30 hours and 78.75 hours for pre/wrap-up for a total of 108.75 hours.

Qualifications:

- Human Resource Management Certificate with 5 years' experience within the Human Resources field preferred, however less may be considered
- Knowledge of all aspects of Human Resource Management
- Experience teaching in a post-secondary environment
- Effective communication skills
- Excellent organizational skills
- Experience working with learning technologies (Zoom, Adobe, D2L, etc.)
- Ability to integrate indigenous knowledge into all courses
- 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
- Business Administration diploma with Human Resource Management focus
- Familiarity working in northern and Indigenous communities
- CPHR Designation

Conditions of Employment:

- Candidates must be legally entitled to work in Canada

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: 20-060
Closing Date: September 16, 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.