



BUSINESS CERTIFICATE PROGRAM
BUSINESS INSTRUCTOR POSITION
TERMS OF REFERENCE

Position Summary:

The position of the Instructor shall be to provide instruction in the assigned classes to the students enrolled in the Business Certificate Program at Yellowquill University College. The Instructor shall perform the instructional duties and responsibilities associated with the delivery of all classes.

Duties/Tasks:

The instructor shall:

1. Provide direct instruction in all assigned classes and provide instructional assistance for courses as needed.
2. Prepare curriculum in accordance with adult principles and college standards.
3. Assist with registering students and provide advice on class selections.
4. Provide academic and career counselling to students as required.
5. Develop course descriptions for each course taught which includes general and specific objectives, course topics, goal, rationale, evaluation methods, texts and reference used, methods of delivery, the name, course number and number of course hours.
6. Submit attendance reports, mid-term and final marks, and other reports as necessary, such as incident and progress reports to the Director of YQUC.
7. Recommend texts, resource and reference materials and supplies as required for all classes taught for ordering.
8. Maintain an inventory of all instructional materials and equipment for each class taught and kept in office.
9. Assist in providing of information on college programs and in the promotion of the college at career events.
10. Attend all YC staff meetings.
11. Provide and perform other duties as may be assigned.

Qualifications:

- Bachelor of Education Degree and/or Adult Education Certificate.
- Previous business teaching experience and working with Aboriginal adults preferred.
- Proficiency with MS Office software (Word, Excel, Outlook, PowerPoint, MS Teams)
- Completion of a Criminal Record Check and a Child Abuse Registry Check.
- Valid driver's license and vehicle.

A letter of application and accompanying resume with two letters of reference may be sent to:

Doreen Beauchamp (dbeauchamp@yellowquill.org)

Fax: (204) 953-2810

Open until position filled