



Instructor - Office Administration Program (Medical)

Location: Prince Philip Drive Campus – St. John's

Job Opening ID: 8634

Permanent, Full-Time

Commencing: August 29, 2017

Deadline to Apply: August 09, 2017

PUBLIC POSTING

DUTIES: The primary assignment of the successful candidate will be to instruct students, facilitate learning and evaluate student progress in the Office Administration (Medical) Program. The incumbent will plan, organize and manage learning activities and resources, provide academic advice to learners, maintain quality learner-centered instruction, and will perform other related duties as required. Responsibilities of this position will include courses specific to the medical profession as well as any subject areas/courses covered in the full scope of the Office Administration Program such as: keyboarding, document production, computerized accounting, office management, and bookkeeping.

QUALIFICATIONS: The successful candidate must possess a working knowledge of administrative work in a medical office environment, current teaching/learning methods, and classroom management. Well-developed communication, analytical, conflict resolution, and organizational skills, as well as the ability to work independently and as part of a collaborative team while establishing and maintaining effective working relationships in a teaching environment are essential. Candidates must have strong commitments to student success strategies and initiatives. The required knowledge and skills would normally have been acquired through the completion of a Diploma in Office Administration or Secretarial Science (Medical) with recent relevant work experience. A Bachelor Degree in Office and Administrative Studies or Secretarial Science, B.Ed. (Secondary/Post-Secondary), eligibility for membership in an appropriate professional association, as well as teaching experience at the post-secondary level are considered assets.

SALARY: Commensurate with qualifications and experience in accordance with the College of the North Atlantic Faculty Collective Agreement.

College of the North Atlantic is an Equal Opportunity Employer

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca. University/College transcripts and names of three professional references will be required as part of the interview process.

The successful incumbent will be required to validate qualifications with original transcripts,

certificates, and/or related written documentation that clearly states the qualification.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Iris Phillips, Human Resources Consultant at iris.phillips@cna.nl.ca or by phone at (709) 466 0254.