



## **Instructional Assistant – Office Administration**

Location: Corner Brook Campus

Job Opening ID: 10989

Part-Time, Temporary (15 hours per week)

Commencing: As soon as possible until December 20, 2019

Deadline to Apply: September 29, 2019

### **PUBLIC POSTING**

#### **Job Information**

**DUTIES:** The primary assignment of the successful candidate will be to assist the Instructor of the Office Administration Program with planning, organizing and managing learning activities for the program by assisting with instructional design, course development, and student evaluation. The incumbent will work closely with students to model appropriate behaviours and is generally accountable for the demonstration of specific skills, tasks, or work practices in a computer laboratory setting including document production, computerized accounting and other related computer applications. The successful candidate will also perform other related duties consistent with maintaining quality learner-centered instruction.

**QUALIFICATIONS:** Candidates must possess a thorough knowledge of current software including MS Office and Simply Accounting and its use in a modern office environment. An understanding of current teaching/learning methods and classroom management in a laboratory setting is also required. 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 a strong commitment to student success strategies and initiatives. The required knowledge and skills would normally be acquired through the completion of a diploma in Office Administration. Recent relevant work experience in an office environment would be considered an asset.

**SALARY:** Commensurate with qualifications and experience in accordance with 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 on line complete with resume at [www.cna.nl.ca](http://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](mailto:iris.phillips@cna.nl.ca) or by phone at (709) 466-0254.