



Program Developer (Curriculum Advancement)

Location: St. John's

Job Opening ID: 11015

Permanent, Full-time

Commencing: As soon as possible

Deadline to Apply: October 15, 2019

PUBLIC POSTING

College of the North Atlantic (CNA) is Newfoundland and Labrador's public college. It is one of the largest post-secondary educational and skills training centres in Atlantic Canada.

College of the North Atlantic delivers its programs through a network of 17 campuses distributed across the province with additional online/blended program offerings. CNA is also active internationally, with development projects and education partnerships presently operating in the Middle East, Vietnam, China and the Caribbean. The College works with a wide range of stakeholders including other post-secondary institutions, industry associations, community organizations, and economic development groups, as well as provincial and federal government departments and agencies.

DUTIES: This is a faculty position reporting to the Director of Program Development, and will be responsible for managing a dynamic portfolio of activities designed to ensure quality, data-driven decision making throughout the academic quality assurance cycle. The incumbent will provide expertise in: designing and conducting studies on local, national and international labor market needs and trends to explore area of focus for new program development and to drive program review activities, collecting and analyzing data and information to report and maintain current environmental scans related to local workforce sectors, supporting the development of academic and business cases in developing new program or training opportunities, providing curriculum development and pedagogical expertise in the development and writing of learning outcomes, particularly for short term training opportunities; analyzing data on current program offerings, such as student course feedback surveys and graduate satisfaction surveys, to inform program development and review activities, ensuring the college's program development and review process maintain best practices for academic quality assurance as well as effective adult learner pedagogies. Designing and establishing an online presence for the Program Development Office, both internal and external as well as, modernizing, with the integration of technology, the workflows and processes related to office activities is a key responsibility. Promoting a culture of excellence by leading special projects at both the program and institutional levels that drive program development, program review or new short and long term training opportunities are an important element of the position.

QUALIFICATIONS: The successful candidate must: have a proven record of consistently delivering on program delivery and development priorities in a College environment; be an educator with extensive instructional (teaching) delivery experience; a learning-centered professional who understands the educational needs and instructional requirements of adult students in a College environment; a team player who can demonstrate leadership skills, motivational skills, instructional innovation and the ability

to work collaboratively with faculty and administration; a continuous learner who understand instructional techniques, student learning, educational innovation, flexible delivery models as well as technology delivered and supported instruction.

The successful candidate will hold the following credentials and possess the following skills: A Master's degree with a focus on curriculum and instruction, instructional design, or adult and workplace education is required. Demonstrated excellent written and verbal communication skills, possess strong research and analytical skills, work with high attention to detail and employ superior organizational skills. Excellent interpersonal and team-building skills and the ability to work well with a wide range of internal and external stakeholders.

The successful candidate's work experience background must include seven years progressive and related experience in teaching and/or curriculum development in a post-secondary college environment. In-depth knowledge of the principles of instructional design, curriculum development, adult learning, teaching and learning and continuous improvement processes. A high degree of proficiency with technology is required. This includes experience with and advanced proficiency in using productivity tools, learning management systems, learning object repositories, learning technologies, and web content and development. Experience with curriculum management systems and a basic knowledge of coding will be considered an asset. Evidence of experience in business case development, program rationale, as well as risk and opportunity assessment. Demonstrated experience that reflects an understanding of labor market data and trends and its relationship to academic programming, experience in academic research including the development of surveys, benchmark, evaluation and process tools, experience in project management including designing and managing projects, analyzing data and information with a focus on improved decision making, and proposal writing are considered assets. A combination of education and experience will be considered.

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 on line complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information for three professional references, including a current supervisor, will be required as part of the interview process.

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 Sarah Gaudon, Human Resources Consultant at sarah.gaudon@cna.nl.ca or by phone at (709) 643-7840.