



Instructor - Office Administration Program

Location: Burin Campus

Job Opening ID: 11105

Temporary, Full-Time

Commencing: January 02, 2020 until December 22, 2021

Deadline to Apply: November 17, 2019

PUBLIC POSTING

DUTIES: The primary assignment of the successful candidate will be to instruct students, facilitate learning and evaluate student progress in by planning, organizing, and managing learning activities and resources. The instructor will incorporate their own teaching style to existing lesson plans by preparing and implementing various instructional strategies, techniques, and learning models to achieve specified learning outcomes and meet course objectives; establish students performance objectives and evaluation methods and meet with students regularly to gauge and evaluate progress and identify and resolve problem areas in teaching and learning; communicate effectively at a level appropriate to the ability of students and support an emotionally safe learning environment that is conducive to learning by maintaining appropriate classroom discipline following College policies and procedures; and actively participate in and contribute to accreditation activities to ensure the program is of the highest standard. Responsibilities of this position may include all subject areas/courses covered in the full scope of the Office Administration (Records and Information Management) Program such as: keyboarding, document production, computerized accounting, office management, records management, and bookkeeping.

QUALIFICATIONS: The successful candidate must possess a working knowledge of the subject areas. An understanding of methods used to teach course concepts and classroom management 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 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 (Records and Information Management) with recent relevant work experience. A Bachelor Degree in Office and Administrative Studies or Secretarial Science, Bachelor of Education (Secondary/Post-Secondary) Degree, 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 on line 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.