



Attached is a posting for an Office Administration Instructor available in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **May 30, 2024**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Office Admin (COAP 138, COMP 115, ACCT 105, ACCT 136 & QuickBooks) Competition #2425-16

Position Title: Instructor
Classification: Instructional
Position Description: Attached (COAP 138, COMP 115, ACCT 105, ACCT 136, & QuickBooks)
Appointment Dates: September 3, 2024 – April 17, 2025
38 days (*plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)
Hours of Work: To Be Assigned
Wage: As per Collective Agreement depending on qualifications and experience
Location: **Humboldt**

POSITION SUMMARY

The Office Administration Instructor position is an in-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in the Office Administration program in the following programs: COAP 138: Computer Suite Applications, COMP 115: Introduction to Organizational Office Technologies, ACCT 105: Accounting, ACTT 136: Automated Accounting, and QuickBooks.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the program according to curriculum outline
- Manage the classroom to ensure an optimum learning environment
- Plan and deliver learning activities that reflect the values, beliefs, needs, and contributions of a culturally diverse community
- Provide appropriate evaluation, assessment, and feedback to students
- Maintain records of achievement, attendance, and other student-related information, and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Be flexible and responsive to learner needs through the use of appropriate instructional methodologies
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College
- To effectively deliver curriculum via a blended curriculum or online delivery model, as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of computer application software
- Knowledge of job types, employer expectations, and employment opportunities
- Knowledge of individualized teaching techniques
- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services, and agencies
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers, and students apprised of important developments
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures

- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- Bachelor of Education degree with a major in Business Education or
- Bachelor of Education degree plus an Office Education Certificate or
- An equivalent combination of education and experience

EXPERIENCE

- A minimum of two years' current experience (within the past five years) in an office or teaching environment that includes the use of computers
- Two or more years' teaching experience. Training or experience in Adult Education is considered an asset