

IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Office Administration	
Position Number	Community	Division/Region
91-2251	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Instructor, Office Administration is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. The incumbent is responsible for instructing courses related to the Office Administration Certificate and Diploma Program, evaluating the courses, and recommending changes/improvements as required. The incumbent will also be required to teach in other programs in the School of Business and Leadership such as Business Administration Diploma Program and University Transfer General Studies. The incumbent manages and maintains a learning environment which is conducive to providing the highest level of education possible within their area of specialization.

SCOPE

The Instructor, Office Administration reports directly to the Program Head Business and Office Administration and will be required to instruct in a variety of programs such as the Office Administration Program and Business Administration Diploma Program, and must be devoted to developing and delivering quality programs and courses and promoting positive career development of adult students within communities of the Northwest Territories. The incumbent conducts needs assessment and develops, delivers and evaluates programming to meet those needs. The incumbent is seen as a representative of the College within the community and therefore plays a critical role in creating and promoting a positive image for the College.

Instruction can be scheduled in a number of ways depending on the delivery approach of the particular course and/or program (e.g. semester, block, distance delivery, evening). The incumbent may be required to teach courses or modules in community locations or other campuses from time to time as required by the design format of the particular program. Instructors must instruct to defined course objectives and program standards. Some standards are set by relevant external accreditation organizations, associations, agencies, government departments, and/or boards. The incumbent must maintain currency of

knowledge and expertise through regular professional development, work experience and study and must maintain any certifications and/or licenses, etc. as required by the Collective Agreement and program needs.

As an instructor, the incumbent is required to attend regular program meetings, and report regularly to his/her supervisor on student progress. As part of the College team, instructors are also required to complete a variety of non-instructional duties that may be required to attain the goals of Aurora College.

RESPONSIBILITIES

1. Instructs in assigned courses.

- Develop lesson plans.
- Prepare syllabi.
- Deliver/instruct content using appropriate and varying instructional methods.
- Develop/prepare instructional material.
- Maintain adherence to program objectives and accreditation standards.
- Present content which accurately reflects the cultural, political, social and environmental realities of the NWT and Canada.
- Provide academic counseling and tutoring.
- Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback.
- Develop and maintain a goal-centered progress plan for each student.
- Assist other faculty and regional programs as needed.
- Plan, implement, and supervise student learning in classrooms and ensures safety of all relevant areas and experiences.
- Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards.

2. Develop and routinely revise course materials which are relevant, current, and consistent with subject content.

- Initiate and maintain contact with a broad base of human resources including professional, traditional knowledge, educational, and occupational resources.
- Develop materials using a variety of media including print, visual and technology-based, to enhance instruction.
- Participate on College program, course and curriculum committees.
- Review and revise program and course outlines, syllabi and lesson plans.
- Collaborate with third-parties to develop unique, tailored instruction and delivery methods.

3. Undertake administrative tasks related to the delivery of instructional activities.

- Complete reports as required such as student progress, course and attendance.
- Comply with and apply College policies and procedures.
- Recommend material, equipment, supplies and resources for student instruction.
- In consultation with other instructors recommend program/course materials, books, supplies, equipment and other resources.

- Maintain student records/files, as appropriate, including attendance, correspondence, and evaluations.
- 4. Promote Aurora College activities, maintain public relations and market program activities.**
- Attend graduation, convocation, and completion ceremonies.
 - Organize events and presentations that promote the program and Aurora College.
 - Select and prepare materials for local career fairs.
 - Assume other tasks as may be initiated from time to time, including assistance with promotional activities.
 - Attend College team-building functions.
- 5. College and program service.**
- Attend regular and relevant program, committee, faculty, and general staff meetings.
 - Assist other faculty and programs as required.
 - Undertake special projects to support adult learning in the community and through the College as assigned by the supervisor.
 - Participate in an appropriate share of institutional service assignments.

WORKING CONDITIONS

Physical Demands

The practical nature of instruction may require the instructor to be involved with lifting heavy objects, such as boxes of books up to 50 lbs, daily for up to half an hour.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may be required to travel between various College locations.

KNOWLEDGE, SKILLS AND ABILITIES

- Theoretical and practical understanding of specific subject matter of instruction.
- Ability to research and update course materials and delivery methods to maintain current programs.
- Knowledge of adult education theory, program design, development, management, delivery, and evaluation.
- Knowledge of adult instructional methods, program/project development and management, needs assessment and curriculum development.
- Knowledge of educational issues in the NWT and challenges that adult students face in NWT communities.

- Knowledge of all applicable laws, acts, regulations, rules, policies, guidelines, requirements, and codes in specific subject matter of instruction.
- Knowledge of computer programs such as: word processing, spreadsheet, database, e-mail and Internet programs.
- Knowledge of northern culture, cross cultural processes, and politics.
- Ability to conduct basic academic counseling and provide life skill coaching.
- Knowledge of the organization and structure of the College and the relationships between the College and various partners in the communities and across the Territories.
- Oral and written communication skills.
- Human resource and team building skills.
- Organizational skills.
- Skills in budgeting and anticipation of long-term needs and requirements of the program.
- Ability to be involved in progressive, relevant, and ongoing, professional development activities as these activities are a required part of the profile of an instructor.
- Ability to be adaptable and flexible in teaching approach.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Knowledge of Indigenous Governments and Northern community governance structures.

Typically, the above qualifications would be attained by:

Completion of a Degree in Business Administration or related field and three years of relevant experience, including one years' instructional experience in post-secondary.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Completion of six weeks of full-time coursework in adult education within the first two years of employment and completion of a certificate in Adult Education within five years of hire is required.

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
- Level required for this Designated Position is:
- ORAL EXPRESSION AND COMPREHENSION
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- READING COMPREHENSION:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- WRITING SKILLS:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred