

## Instructor, Business Interlake Regional Campus

3 Part-Time, Term Positions Available Fall Term with possibility of an extension

Position Located at the Interlake Campus/Selkirk, MB - 40km outside of Winnipeg

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

### Duties:

The Interlake Campus serves the Interlake and North Eastman region and requires instructors for teaching, supervision and guidance of students in both classroom and practicum settings. This will include preparing course outlines, maintaining student records, student evaluation; development and adherence to the delivery schedule within an allocated time, attendance at scheduled meetings, ensuring curriculum content is consistent with parent program and student assignments reflect Industry needs. Courses to be filled may include, but is not limited to Office Professionalism, Customer Service, Event Planning, Administrative Procedures, Business Communication, Business Computing, Keyboarding, Business Math, Bookkeeping and Accounting, Payroll and Taxable Benefits, Simply Accounting, QuickBooks, AccPac, Report Writing, Management Principles, and Project Management Fundamentals.

### Required Qualifications:

- Relevant business degree or equivalent combination of education and experience may be considered
- Significant related business experience
- Ability to instruct in a variety of business areas
- Experience applying computer applications to the business environment including Microsoft Office Suite
- Effective leadership skills
- Superior communication skills
- Excellent Interpersonal skills
- Experience providing presentations to groups
- Effective conflict resolution skills
- Strong written communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Experience developing curriculum and instructing at a post-secondary level
- Certificate in Adult Education

### Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and weekends

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

Competition Number: 2017-099

Closing Date: Until Filled

Salary Range: \$30.52 - \$45.33 hourly\*

*\*The successful candidate with a Masters or PhD in a related field will receive an Educational Supplement of \$2,725 or \$5,450 per annum, respectively, pro-rated on an hourly basis.*

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)

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