

Position Information

Position Rank: Academic Coordinator (Part-Time)

Discipline/Field: Machine Learning

Home School: School of Continuing Studies

Home Department: Continuing Professional Education

Position Start Date: ASAP

York University, founded in 1959, is now Canada's third largest university. The School of Continuing Studies was established in 2015 and is quickly becoming a leader in adult learning, serving working professionals and diverse communities while offering an unparalleled academic experience.

ABOUT THE PROGRAM

The Certificate in Machine Learning will have its first intake cohort in September 2018 and is the first and only certificate in Canada dedicated to machine learning. The program has been developed in response to calls from various sectors for a closing of the skills gap with practitioners who have the necessary technical, business and ethical acumen to thrive in various business settings.

POSITION DESCRIPTION

The Academic Coordinator provides program-level coordination of various academic matters under direction of the Program Manager and in conjunction with the Program Advisory Council, Program Coordinator, instructors, and an instructional design team.

The incumbent must be a Part-Time Instructor & Course Developer for one of the four courses in this certificate program.

ACADEMIC COORDINATOR DUTIES

- Provide program-level guidance on ongoing curriculum development and renewal as part of a continuous approach to maintaining relevancy and currency in curriculum
- Participate in the selection process of part-time instructors and course developers
- Review and offer improvements to structure and scaffolding across the program and in pursuit of students reasonably being able to fully demonstrate program learning outcomes, ensuring student learning is properly supported throughout all courses and with seamlessness between each

- Assemble occasional meetings with part-time instructors to work on projects related to program curriculum and improving academic quality
- Participate as a member of the Program Advisory Council – Machine Learning
- Represent the program during a 30-minute long info webinar once every 2 months
- Represent the program at various machine learning functions in the Greater Toronto Area
- Liaise with placement coordinators at each of the student placement sites for updates regarding student learning
- Identify potential partnerships in the community for student placements, offsite delivery/training, and other ways for York to support the machine learning community and highly-engaged industry sectors (e.g., fintech, telecom)

SPECIFIC QUALIFICATIONS – ACADEMIC COORDINATOR

In addition to the General Qualifications as listed in the Part-Time Instructor and Course Developer posting, the successful candidate must have a:

- Minimum master's level education completed in computer science, engineering, math, statistics or physics
- Minimum 10 years of experience as a practitioner of machine learning solutions in a business environment
- Minimum 5 years of experience managing a data science team
- Minimum 4 years of experience teaching or training adults in an educational or corporate setting
- Knowledge and vision of how machine learning can be incorporated into course delivery

SUBMITTING YOUR APPLICATION

Applications must consist of a cover letter and curriculum vitae. Preferred candidates may be asked for qualification verification (e.g., credentials). **Please include both the Academic Coordinator and Part-Time Instructor applications as one application.**

Applications are to be addressed and submitted by no later than **Sunday, January 14, 2018** to:

Sean Woodhead
Program Manager, Continuing Professional Education
School of Continuing Studies
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