



## School of Continuing Studies York University

### Accounting Instructors Needed

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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.

#### **POSITION DESCRIPTION**

The School of Continuing Studies is continuously looking for instructors to teach in its accounting certificate programs (see full course listing below). When there is an opening, we will reach out to those who are qualified to arrange an interview.

#### **DELIVERY FORMATS**

Face to Face: Courses are delivered on campus during the day, 2x/week for three hours each session, for 6.5 weeks. Note: Course content and materials have been previously developed.

Online: Course are asynchronous and delivered online through Moodle. Instructors are expected to be online Monday-Friday for 30-45 minutes a day, to facilitate the learning of students. Note: Course content and materials have been previously developed.

#### **INSTRUCTIONAL DUTIES**

1. Follow the course outline and previously developed curriculum to facilitate the learning of students.
2. Ensure that materials are presented professionally and meet the standards of the Program.
3. Use technology to enhance learning.
4. Supplement assigned textbooks with assigned readings (current or relevant articles) and relevant activities as needed.
5. Provide timely feedback and grades, where required.
6. Facilitate, monitor learning, and respond to students in a supportive and professional manner.
7. Summarize and elicit from students their learning outcomes on a continuous basis.
8. Respond promptly to office requests with regard to student record keeping.

## QUALIFICATIONS

- CPA designation (CA, CGA, CMA also accepted)
- University Degree in a relevant field
- Extensive (and current) experience in the accounting field
- Broad sector knowledge
- Facilitation and teaching skills with adult learners
- Strong communicator and collaborator
- Comfortable with technology
- Highly organized with time management skills
- Critical thinker and problem solver
- Learner-focused
- Professional and ethical

### *List of All Accounting Course Offered:*

#### Certificate in Accounting

1. Professional Business Competencies for Success
2. Introduction to Financial Accounting
3. Introduction to Management Accounting
4. Economics
5. Statistics
6. Canadian Business Law
7. Accounting Information Systems
8. Capstone

#### Certificate in Advanced Accounting

2. Intermediate Financial Accounting I
3. Intermediate Financial Accounting II
3. Advanced Financial Accounting
4. Corporate Finance
5. Auditing
6. Taxation
7. Intermediate & Advanced Management Accounting
8. Strategy & Governance
9. Capstone

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### **For More Information and to Apply:**

Please submit a cover letter describing your area of expertise, a current resume and indicate which course(s) you are interested in teaching.

**Todd Rich, Program Manager**

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<https://continue.yorku.ca/certificates/accounting/>