Position Information

**Position Rank:** Part-Time Course Instructor, CSPA1000  
**Discipline/Field:** People Analytics  
**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 People Analytics is the first certificate program of its kind in Canada, which supports human resource personnel in finding and applying data-driven insights to address HR-related problems. The program is a response to calls from HR leadership across multiple Canadian cities asking for a structured and accessible opportunity for their HR teams to upskill towards better provisioning and use of their data. This is a 3-course blended delivery program: 1) Essentials of People Analytics, 2) Advanced Applications for People Analytics, and 3) Analytics Project Design and Delivery.

**POSITION DESCRIPTION**

The Part-Time Course Developer & Instructor of CSPA1000 *Essentials of People Analytics* leads delivery of their course under direction of the Program Manager, and in collaboration with the instructional design team, instructor peers, and the Learning Management System Assistant. The incumbent will be guided in their curriculum delivery by their many years of experience in HR with use of analytics. As digital technologies are evolving rapidly, the Course Instructor will also be expected to update curriculum from time-to-time. As such, duties for both development and delivery are included in this job description. The incumbent will receive a complete curriculum.

**COURSE DEVELOPER AND INSTRUCTOR DUTIES**

- Develop and deliver course curriculum for face-to-face and online components of the course (14 hours face-to-face, 22 hours online)
- Define, evaluate and validate learning outcomes, and correspondingly design strategies and tactics for assessing student learning
- Offer innovative approaches to quality teaching and learning that improve student outcomes and embed technologies into the classroom experience
• Provide formative assessment of student learning through a variety of methods and subsequently providing counsel to students where required
• Support learning through formative assessment and summative evaluation
• Participate in academic/curriculum and other components of annual and comprehensive program reviews
• Periodically asked to weigh in on other program matters, including student recruitment and selection, scheduling, room assignments, technology, etc.
• Deliver course curriculum for the blended learning modality (14 hours face-to-face, 22 hours online)

GENERAL QUALIFICATIONS

• Baccalaureate degree completed in computer science, statistics, engineering, economics, business, or human resources; education completed in analytics or data science is preferred
• Minimum 5 years of experience as a gatherer of data-driven insights advanced statistical and machine learning methods in an enterprise environment; some of this experience must be in an HR context
• Experience teaching adults in an education setting is preferred, or alternatively training adults in a corporate setting
• Experience leading a project along the entire analytics lifecycle: from problem definition and communicating prospective business value, through project scoping, pipelining, cleansing, assessment, model selection, training, testing, refitting, data visualization, business presentation)
• Experience using Tableau, Excel, Power BI or similar, Workday or other widely-used HRIS systems, and SQL.
• Proficient in explaining fundamental value of people analytics in response to the many challenges faced by HR professionals and their organizations (e.g., recruitment and selection, employee engagement, productivity)
• Familiarity with online course delivery and principles of online learning is preferred
• Demonstrated ability working in a team environment with excellent interpersonal, organizational, problem-solving, and time management skills
SUBMITTING YOUR APPLICATION

Applications must consist of a cover letter and curriculum vitae. Candidates may choose to include samples of their work.

Preferred candidates may be asked for qualification verification (e.g., credentials). Please ensure your application specifically states which position you are applying for and the corresponding course or courses.

Applications are to be addressed and submitted as soon as possible to:

Sean Woodhead  
Program Manager, Continuing Professional Education  
School of Continuing Studies  
woodhead@yorku.ca

This job posting will remain open until filled.