



## **Post-Graduate Certificate in Business Administration School of Continuing Studies**

### **Part-Time Instructor – CSBA2600 Human Resources Management**

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**Position Rank:** Part-Time Instructor  
**Discipline/Field:** Human Resources  
**Program:** Post-Graduate Certificate in Business Administration  
**Home School:** School of Continuing Studies  
**Home Department:** Continuing Professional Education

#### **YORK UNIVERSITY**

York University, founded in 1959, is Canada's third largest university. The School of Continuing Studies was established in 2015 and has rapidly emerged as one of the largest and fastest growing continuing education units in Canada. At York University's School of Continuing Studies, we are proud to be a national leader in adult learning, serving working professionals and diverse communities while offering an unparalleled academic experience.

#### **POSITION DESCRIPTION**

We are seeking an experienced and credentialed subject matter expert to assume the role of Part-Time Human Resources Instructor in our full-time, 8-course Post-Graduate Certificate in Business Administration. The Part-Time Instructor will lead the delivery of this course under direction of the Program Manager and as part of a large instructional team. Learn more about the Business Administration program at <https://continue.yorku.ca/certificates/certificate-in-business-administration/>

#### **COURSE DESCRIPTION**

CSBA2600 Human Resources Management is a 39-hour course that introduces learners to the basic principles and concepts of human resources management and provides context for the challenges facing HR managers in contemporary Canadian organizations. This foundational course provides an overview of the HRM function as it relates to achieving an organization's goals and strategic objectives. Learners explore the central issues and tasks of HRM in terms of aligning human resources strategy with that of the organization. This involves the acquisition of concepts and terminology that will provide the foundation for practice, and examining the behavioral implications of HR decisions, which support the achievement of organizational goals and objectives. Learners examine a variety of issues and topics pertaining to HRM policies, processes, procedures and programs, including: staff planning, recruitment and selection, compensation, training, performance management and appraisal, health and safety, employee relations and labour relations. Students are given opportunities to identify organizational problems, and to prescribe and implement corrective actions.

#### **INSTRUCTOR DUTIES**

- Offer innovative approaches to quality teaching and learning that improve student outcomes, embed technologies into the classroom experience and meet the standards of the School of Continuing Studies
- Deliver course content in a manner that is engaging, dynamic and interactive
- Ensure accuracy and relevancy of course content, materials and assessments
- Establish and foster a safe and welcoming learning environment, demonstrating a strong understanding of and commitment to diversity and inclusion

- Provide formative assessment of student learning through a variety of methods
- Evaluate learning outcomes and assess student comprehension and demonstration of associated skills, competencies and behaviours
- Provide constructive feedback and grades to students in a timely fashion and subsequently offer counsel to students where required
- Communicate with students in a timely, supportive and professional manner
- Respond promptly to office requests regarding student record keeping
- Periodically assist with program matters including curriculum and program review, student experience, student satisfaction, course evaluation, transfer credit review, academic appeals, technological enhancements, etc.

### **QUALIFICATIONS**

- Senior-level professional experience in human resources
- Baccalaureate degree in a relevant field. Master's degree or MBA preferred
- Highly knowledgeable in the course topics listed above
- Experience teaching adults in an education setting, or alternatively training adults in a corporate setting is preferred
- Demonstrated ability working in a team environment with excellent interpersonal, organizational, problem solving and time management skills
- Computer literate and proficient with the Zoom platform

### **START DATE:**

CSBA2600 Human Resources is one of the 8 courses in the Post-Graduate Certificate in Business Administration. The program is delivered 3 times per year in Fall, Winter and Spring. This course is 39 hours in length and runs twice per week between Monday and Thursday for 3-hour slots from 8:30am – 11:30am OR 12:00pm – 3:00pm, for a total of 6 hours per week. This course may be held on campus, live online via the Zoom platform, or via a combination of the two as per public health guidelines due to COVID-19.

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The University welcomes applications from all qualified individuals, and encourages individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code to apply. York University is committed to employment equity and diversity, and a positive and supportive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

**If you're interested in committing to our diverse community - [we want you here.](#)**

### **Submitting Your Application:**

Applications must consist of a cover letter and curriculum vitae. Preferred candidates may be asked for qualification verification. Applications are to be addressed and submitted to:

Nicole Pereira  
Program Manager, Continuing Professional Education  
School of Continuing Studies  
[nep@yorku.ca](mailto:nep@yorku.ca)