School of Continuing Studies

Part-Time Instructor – CSBA1020 Business Communication

Program: Post-Graduate Certificate in Business Administration

The York University School of Continuing Studies is home to a diverse community of ambitious, growth-minded individuals seeking to accelerate the change they want to make in themselves and the world. The School is the fastest growing in Canada, offering programs codesigned and delivered by senior industry leaders within established, high-demand, and emerging professional disciplines.

POSITION DESCRIPTION
We are seeking an experienced and credentialed subject matter expert to assume the role of Part-Time Business Communications Instructor in our 8-course Post-Graduate Certificate in Business Administration. The Instructor will lead the delivery of their course under direction of the Program Manager and as part of a large instructional team. Learn more about the Business Administration program.

SCHEDULE
This course is delivered twice per week on campus between Monday – Thursday for a total of 6.5 weeks. Each class is 3 hours duration for a total of 39 hours. This is a 39-hour course that runs twice per week between Monday and Thursday. Courses typically run from 8:30-11:30am, 12:00-3:00pm, 3:30-6:30pm or 6:45-9:45pm.

COURSE DESCRIPTION
CSBA1020 Business Communications develops transferable skills that can be applied to a variety of roles in business. Prepare for the business and professional environment in Canada through theoretical instruction, practical case analyses, interactive and team-based exercises, as well as oral and written assignments. Develop strong critical thinking skills, business acumen, oral and written communication skills (including presentation skills), as well as negotiation and influencing skills.

INSTRUCTOR DUTIES
• Deliver course content in a manner that is engaging, dynamic and interactive, drawing on direct professional experience
• Offer innovative approaches to quality teaching and learning that
improve student outcomes and embed technologies into the classroom experience

- Ensure accuracy and relevancy of course content, materials and assessments
- Establish and foster a safe, welcoming and inclusive learning environment
- 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 student feedback and evaluation findings to maximize student satisfaction, collaborate with fellow instructors and the administration around ongoing course and program enhancements
- Assist with program matters including curriculum review, transfer credit assessment, academic appeals, technological enhancements, etc. as needed

QUALIFICATIONS

- Senior-level professional experience in business
- Baccalaureate degree in a relevant field. Advanced degree(s) strongly preferred
- Experience teaching adults in an academic and/or corporate setting
- Demonstrated ability working in a team environment with excellent communication, interpersonal, organizational, problem solving and time management skills
- Comfortable with technology and proficient with the Zoom platform

Submitting Your Application

At York we boast a culture of respect, equity, diversity and inclusivity, where we value each other’s differences and exercise our strengths. 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, Indigenous 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.

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

We thank everyone for their interest, however, only candidates selected for interviews will be contacted.