



School of Continuing Studies

Part-Time Instructor – CSPA1000 Essentials of People Analytics

Discipline/Field: Human Resources, Digital Technology
Program: Certificate in People Analytics

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.

We harness the power of cohort learning to promote a strong sense of community in everything we do, encouraging peer-to-peer collaboration and growing the personal and professional networks of our students for years to come. We build resiliency by teaching specialized knowledge and technical skills, while simultaneously providing opportunities for enhancing soft skills, cultural understanding, and cross disciplinary know how.

We embrace a global perspective through collaborative working relationships with leaders in industry and academia across Canada and around the world. We value the advantages that come with diversity and our students speak more than 65 languages.

POSITION DESCRIPTION

We are seeking an experienced and credentialed subject matter expert to assume the role of Part-Time People Analytics Instructor in our part-time, 3-course Certificate in People Analytics. The Part-Time Instructor will lead the delivery of CSPA1000 Essentials of People Analytics under direction of the Program Manager and as part of an instructional team.

[Learn more about the People Analytics program.](#)

COURSE DESCRIPTION

CSPA1000 Essentials of People Analytics is a 36-hour contact hour course which students learn how to apply analytics to identify HR issues and develop data-driven solutions. Topics include, but are not limited to: developing and presenting data-driven insights and solutions across each stage of the employee lifecycle; building a robust people analytics dashboard using sample datasets; and, identifying and calculating hr

measurements and KPI's across the employee lifecycle while maintaining ethical considerations.

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 human resources
- Baccalaureate degree in a relevant field. Advanced degree in HR, data science, or similar preferred
- Highly knowledgeable in the course topic area; as well, experience in data analysis and visualization using Excel and/or Sheets, and in driving organizational buy-in on various HR-related initiatives using data-driven insights
- Experience teaching adults in an academic and/or corporate setting is preferred
- Demonstrated ability working in a team environment with excellent communication, interpersonal, organizational, problem solving and time management skills
- Comfortable with technology and highly proficient with the Zoom platform

START DATE

CSPA1000 is one of the 3 courses in the Certificate in People Analytics, which is delivered three times per year. Delivery takes place in September-November, January-March, and an intensive version offered in March-April.

This course is 36 contact hours. The intensive version runs on Tuesday evenings (6:30pm-9:30pm) and Saturday mornings (9:30am-12:30pm) for 3 weeks. The non-intensive blended version has 1 weekend of live class during the 8-week course. The non-intensive fully asynchronous version has no live class and periodic checkpoints with students.

This course is being delivered online via Zoom.

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.

If you're interested in contributing to our diverse community - we want you here.

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

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