



# School of Continuing Studies

## Part-Time Instructors Needed

### Discipline/Field: Business Law

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.

### ABOUT THE PROGRAMS

Designed to equip students with valuable technical and soft skills, our Accounting programs help prepare them to pursue their designations and further their careers. Business Law is an essential part of the curriculum not only because it is a requirement for the CPA pathway but because a solid grounding in business law will help our students be successful in the future. Learn more about our [Accounting](#) certificates.

### COURSE FORMATS

The full-time in-person courses are offered twice a week in three-hour blocks of instruction. The courses are held during the day.

### INDIVIDUAL COURSE TOPICS

1. The legal environment
2. Introduction to tort law
3. Contract law
4. Employment law
5. Business relationships
6. Property law
7. Government regulations

### POSITION DESCRIPTION

We are seeking experienced and credentialed subject matter experts to teach business communication under the direction of the Program Manager. The start date will differ based on course schedules.

## INSTRUCTOR DUTIES

- Offer innovative approaches to quality teaching and learning that improve student experiences and outcomes, while ensuring the materials are presented professionally and meet the standards of the School of Continuing Studies
- Ensure course content/materials and assessments remain current and relevant
- Communicate with students in a supportive and professional manner
- Provide constructive feedback and grades to students in a timely fashion
- Respond promptly to office requests regarding student record keeping
- Periodically help with other program matters, including course updating, student recruitment and selection, transfer of credit review, etc.
- Establish and foster a safe, welcoming and inclusive learning environment

## QUALIFICATIONS

- Post-Secondary credential in a relevant field
- 2+ years of teaching business law in a post-secondary setting
- Previous facilitation and teaching skills with adult learners preferred
- Familiarity with Zoom and a LMS system (i.e. Moodle, D2L, etc) preferred
- Demonstrated ability working in a team environment with excellent interpersonal, organizational and time management skills
- Critical thinker and problem solver who communicates exceptionally well
- Professional and ethical
- Knowledge/experience with the CPA competency maps is an asset

## SUBMITTING YOUR APPLICATION

Please submit a cover letter describing your area of expertise and a current resume. *In the SUBJECT line of the email please write Business Communication Instructor.*

**Anne-Marie Taylor, Program Manager, [scsinst@yorku.ca](mailto:scsinst@yorku.ca)**

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.

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