



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

### Part-Time Instructor – CSBA2600 Human Resources Fundamentals, Post-Graduate Certificate in Business Administration

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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. 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 Post-Graduate Certificate in Business Administration. The Instructor will lead the delivery of the course under the direction of the Program Manager and as part of a collaborative instructional team. Learn more about the Business Administration program at <https://continue.yorku.ca/certificates/certificate-in-business-administration/>

#### HOURS & DELIVERY

This is a 39 hour course that runs twice per week between Monday and Thursday for 3-hour time slots. Four sections will typically run at a time, at 8:30am – 11:30am, 12:00pm – 3:00pm, 3:30pm – 6:30pm, and 6:45pm – 9:45pm respectively. Each section requires a commitment of 6 hours of instructional time per week. Instructors can deliver between one and three of these sections at a time for up to a total of 18 instructional hours per week. **Preference will be given to candidates that are available to teach during regular business hours. This course will be held face-to-face on York's main Keele campus.**

#### COURSE DESCRIPTION

CSBA2600 Human Resources Management 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, diversity and inclusion, 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 York standards
- 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
- Experience teaching adults in an educational and/or corporate setting
- Team player with excellent interpersonal, organizational, problem solving and time management skills

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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. Only candidates selected for potential interview will be contacted. 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)