

School of Continuing Studies

Specialized Professional & Civil Applications of Mediation - Instructor Needed

York University, founded in 1959, is now Canada's third largest university. The School of Continuing Studies was established in 2015 and is quickly becoming a leader in adult learning, serving working professionals and diverse communities while offering an unparalleled academic experience.

POSITION DESCRIPTION

The School of Continuing Studies is looking for an instructor to teach a 2-weekend Dispute Resolution course in our Certificate in Dispute Resolution. This course will be delivered Saturdays and Sundays online for the duration of the 2-weekend period. Between the live sessions, the instructor will be available for ongoing support. Note: this course also has roleplay components, facilitated by coaches.

START DATE

March 8, 2025

COURSE DETAILS

- Course Start/End Dates: March 8 – March 23, 2025
- Course Meeting Dates: Mar 8, Mar 9, Mar 22, Mar 23
- Delivery Times: Saturdays and Sundays, 10 am-3:30 pm EST
- Format: Online

RESPONSIBILITIES

- 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.
- Create design challenges and practice opportunities for students gauge how well they understand the material and develop their confidence in coding.
- 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

CERTIFICATE DESCRIPTION

The four-course certificate in Dispute Resolution covers emerging applications of mediation within community, workplace, and civil contexts. [Learn More!](#)

QUALIFICATIONS

- Post-Secondary credential in a relevant field
- 5+ years of experience, related to the course topic
- Familiarity with Zoom, MS Outlook, SharePoint, and One Drive
- Previous facilitation and teaching skills with adult learners 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

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 "Contract Instructor – Civil Application of Mediation" which course you are applying for.*

Send your application to: André Williams, Program Manager, andre567@yorku.ca

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

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.
