

# School of Continuing Studies

## Post Graduate Certificate in Digital Construction Management

Instructor Needed

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Founded in 1959, York University 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. At York University's School of Continuing Studies, we are proud to be a national leader in adult learning, serving working professionals and diverse communities, while offering an unparalleled academic experience.

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### POSITION DESCRIPTION

The School of Continuing Studies is seeking experienced and credentialed subject matter experts (SMEs) to take on the roles of **Instructor** for our Post Graduate Certificate in Digital Construction Management.

**As an Instructor**, you will teach the course, ensuring that students receive high-quality education and practical knowledge. The program is a full-time, non-credit Certificate comprised of eight courses and will take eight to nine months to complete. Students will advance through the program as a single cohort throughout the eight courses.

### START DATE

ASAP – Posting is open until the positions are filled

### COURSES

- Schedule and Time Management (39 hours)
- Contracts Administration (39 hours)

### PROGRAM PAGE

[Click here to learn more about our program](#)

### DELIVERY FORMAT

The program will be delivered in person, four days per week. Each pair of courses will be offered 50% of the time over a six-week period. For example, Course 1 would be held on Mondays and Wednesdays, while Course 2 would be held on Tuesdays and Thursdays. This schedule would continue, with two courses being completed respectively, every eight weeks until the end of the program. Each class session will be three hours long. Classes will be held in the **evenings** to accommodate busy work schedules from **6:45 PM – 9:45 PM EST** in person at the School of Continuing Studies, Keele Campus.

### QUALIFICATIONS

- Must have expertise using Asana
- Extensive and current mid to senior-level professional experience in Construction Management, Estimation, or Related

- Minimum of a Baccalaureate degree in a relevant field. Advanced degrees are preferred
- Experience in facilitation and/or teaching of adult learners in an academic, corporate and/or professional setting
- Demonstrated ability working collaboratively in a team environment
- Excellent communication, interpersonal, organizational, problem solving and time management skills
- Computer literate, comfortable with technology and proficient with the Zoom platform
- Highly committed to student success and fostering a safe and welcoming learning environment
- Committed to continuous learning and skills development, welcomes constructive feedback and self-reflection
- Additional expertise in Procore is preferred

## SUBMITTING YOUR APPLICATION

Candidates can apply for either or both roles (Course Developer and Instructor) Please submit a cover letter describing your area of expertise and a current resume/CV.

*In the SUBJECT line of the email please specify the role(s) in which you are interested i.e. “**Program Instruction, Construction Management — Interest to Apply**”. In the body of the email include which course(s) you feel is the best fit for your experience and send the email to:*

**André Williams, Program Manager** — [andre567@yorku.ca](mailto:andre567@yorku.ca)

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***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.