INSTRUCTOR, BUSINESS
Faculty of Career Programs

Location:	Lac La Biche campus	**Job number:**	23-INSTR-104
Salary:	Commensurate with education and experience	**Posting date:**	June 26, 2024
Position Types:	• (1) Full-time term until June 30, 2026	**Closing date:**	We'll begin reviewing resumes on July 3, 2024
	• (1) Full-time continuous		

ABOUT THE POSITION

Portage College is currently seeking three highly knowledgeable and experienced business professionals to become a part of our team of business instructors. The ideal candidates will demonstrate a strong interest in teaching and possess the skills necessary to instruct in our various business programs, such as Office Administration, Accounting Technician, and Business Administration Diploma. Additionally, students enrolled in our business programs have the option to continue their education by completing the third and fourth years of NAIT's Bachelor of Business Administration (BBA) degree at Portage College. As an Instructor, Business, you may also have the opportunity to teach in this program. Responsibilities include:

- Both theory and practical instruction.
- Preparation and delivery of subjects.
- Assisting with curriculum development and/or revision.
- Developing exams, quizzes and other evaluation material for students.
- Managing and evaluating student progress.
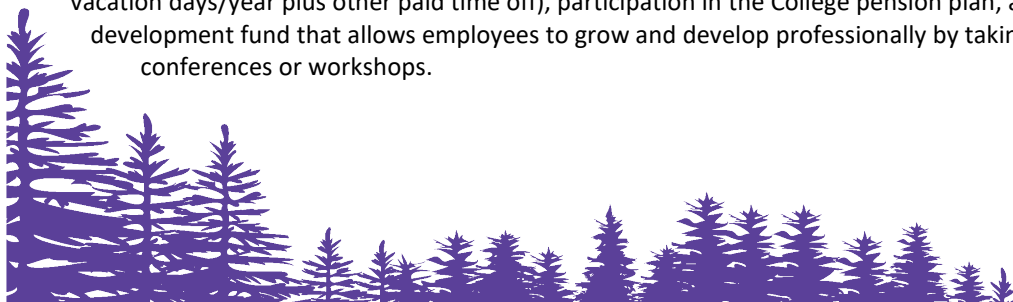
QUALIFICATIONS AND EXPERIENCE

- Master's degree in Business Administration or related area.
- Must have ability to instruct a variety of courses in the College's suite of business programs.
- Previous experience instructing adult learners at a post-secondary institution would be beneficial.
- Several years of related industry and/or professional experience.
- Excellent communication and organizational skills and the ability to work with minimal supervision.
- Dynamic and flexible teaching style to work with a variety of learners.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Advanced computer skills, especially with MS Office and Operating Systems.
- Successful applicant will be required to provide a current police information check and driver's abstract.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Faculty Association, our instructors have access to a number of benefits that include generous vacation days (42 vacation days/year plus other paid time off), participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to **hr@portagecollege.ca**. If you have any questions, call us at **780-623-5747**.
Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.