

INSTRUCTOR, ACADEMICS FOR CAREERS AND EDUCATION

Faculty of Education and Cultural Arts

Location:	Lac La Biche, Cold Lake or St. Paul campus	Job number:	24-005
Position type:	Full-time term until June 30, 2026	Posting date:	June 26, 2024
Salary:	Commensurate with education and experience	Closing date:	Will begin reviewing resumes on July 3, 2024

ABOUT THE POSITION

Portage College is looking for a highly motivated and engaging instructor to teach a variety of courses in English and Math foundations in our Academics for Careers and Education (ACE) department. As part of the Faculty of Education and Cultural Arts, this position has the primary responsibilities of:

- Theory and practical instruction in the College's Academic Upgrading program.
- Preparation and delivery of assigned subjects.
- Assist with curriculum development and/or revision.
- Develop exams, quizzes, and other evaluation material for students.
- Managing and evaluating student progress in the program.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Education.
- Previous experience instructing adult learners at a post-secondary institution would be beneficial.
- Experience instructing English, math, and science.
- Excellent communication and organizational skills and the ability to work with minimal supervision.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Strong computer skills, especially with MS Office, is essential.
- Dynamic and flexible teaching style to work with a variety of learners.
- Successful applicant will be required to provide a current police information check.

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.

