ACADEMIC COORDINATOR, CURRICULUM DESIGN, TEACHING AND LEARNING

Posted on: March 17, 2022
Deadline: March 30, 2022
Grade: 12
Campus: SGW

Scope

Reporting to the Director, Programs, the incumbent provides expert instructional and pedagogical support for current and future educational offerings at the Centre for Continuing Education (CCE). They coordinate and participate in curriculum review and design and the selection and standardization of pedagogical material/tools. The incumbent also coordinates and participates in the recruitment and assessment of CCE teaching cadre.

Primary responsibilities

- Lead in the instructional design of new offerings and review of CCE programs, study abroad and special projects; ensures strategies for ongoing review of program curricula across departments.
- Make recommendations to the Director, Programs, determine workflow and supervise the work of program developers, consultants and CCE partners; administer and provide updates to the Director.
- Design and upon approval implement the CCE vision for teaching and learning; recommend pedagogies, technologies and delivery modes for programs to the Director.
- Coordinate, research and recommend new instructors and consultants for CCE programs, customized training and special projects; lead probationary cycle of new instructors in designing a training program encompassing pedagogy, andragogy instructional design and classroom management for traditional and online learning.
- Coordinate, research, design for approval and implement the professional development of new and permanent instructors; recommend annual collective training activities of instructors to Director, Programs.
- Lead departmental meetings; oversee the budget related to collective professional development activities for instructors.
- Provide instructional support to instructors when academic issues arise.
- Provide advice and recommendations to Director, Programs in strategic directions for CCE programs and partnerships.
- Active involvement in networking opportunities for CCE programs.

Requirements

- Master's degree in Educational Technology and/or Education and four to seven years of related experience.

- Previous academic and administrative leadership experience in an educational environment.
- Administrative experience in a university environment, cultural sensitivity desirable.
- Experience working with adult learners and in a post-secondary environment.
- Demonstrated competence in educational technologies including the course management system (Moodle), on-line and blended teaching.
- Strong networking skills and affiliation with professional associations.
- Strong organizational and project management skills with ability to meet deadlines and manage multiple tasks simultaneously.
- Very good knowledge (Level 5) of spoken and written English and good knowledge (Level 4) of spoken and written French in order to write reports, to give and interpret detailed information, explanations, and instructions and deal with people in situations that require accurate use of both languages.
- Excellent communication, decision-making, interpersonal, and problem-solving skills.
- Good knowledge (intermediate level) of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Professional.
- Ability to lead a team and foster a positive teamwork environment.
- Ability to work extended hours throughout the year

Montréal, QC
$74,676 - $89,201 a year