

Concordia Directories

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Job description

Candidates will receive an email confirmation when submitting their application online. However, only candidates selected for interviews will be contacted. Please allow for 12 hours from the time you send in your application to receive an email confirmation.

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CENTRE FOR TEACHING AND LEARNING SERVICES (CTLS) TEACHING CONSULTANT (P2886)

Posted on: May 8, 2014**Deadline:** May 22, 2014**Grade:** 13

Scope

Reporting to the Director, the incumbent is responsible for initiating, implementing and evaluating programs and services that provide professional development opportunities for faculty, part-time instructors and graduate students.

Primary responsibilities

- Develop and conduct faculty workshops, graduate seminars, and one-to-one consultations that promote active and collaborative learning in the classroom, the continued development of teaching expertise and innovation, and the appropriate use of educational technologies.
- Organize and coordinate projects designed to build the capacity of the University community on matters that are institutional teaching and learning priorities, such as student engagement, retention, and outcomes-based assessment.
- Collaborate with faculty and administrators to research, assess and disseminate the impact of initiatives on student learning outcomes, and assist with grant applications.
- Assist with the development of CTLS events, publications, and online resources.
- Member of the CTLS Advisory Committee and serve on University committees, as appropriate.
- Participate in professional development to support both personal growth and the growth of CTLS activities.
- Perform other duties assigned by the Director, Academic Directors and Vice-Provost, Teaching and Learning.

Requirements

- Master's degree in Education with a concentration in higher education, curriculum, or instructional design and four to seven years of relevant experience. At least four years' experience in the design and development of educational programs and instructional materials at the post-secondary level.
- A strong knowledge of current practices in educational development, faculty development and student learning theory, and student-centered assessment.
- Recognized experience in teaching, research and analysis at the university level.
- Ability to work effectively with faculty and administrators on strategic planning, assessing needs, and pursuing the Centre for Teaching and Learning Services' mission across the university and across

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- Experience in planning, implementing and evaluating workshops, programs and services.
- Excellent consultation, organization, interpersonal and presentation skills.
- Very good knowledge of spoken and written English (Level 5) and strong writing and editing capabilities. Knowledge of spoken and written French (Level 3) is an asset.
- Ability to set priorities, to work both independently and as part of a team, and excellent project management skills.

Salary

\$73,688.52 - \$88,064.00per annum (Pay equity adjusted salary rate)

Union/Association

CUPEU

Interested applicants must submit a curriculum vitae with a covering letter by **May 22, 2014**, to:

Josy Cirella

Concordia University
 Department of Human Resources
 S-FB 1130
 1455, boul. de Maisonneuve O.
 Montréal (Québec) H3G 1M8

Fax: (514) 848-2844

Email:

External Candidates - hr-employment@concordia.ca
 Internal Candidates - eed-employment@concordia.ca
 (please enter your Employee ID number in the subject line)

IMPORTANT: The language and computer skills of short-listed candidates will be tested.

Concordia University is committed to Employment Equity and encourages applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities.

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Concordia University 514-848-2424

Sir George Williams Campus
 1455 De Maisonneuve Blvd. W.
 Montreal, Quebec, Canada
 H3G 1M8
[See SGW Campus map](#)

Loyola Campus
 7141 Sherbrooke Street W.
 Montreal, Quebec, Canada
 H4B 1R6
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