

Job Posting for Educational Instructor

Department Description:

[McMaster Continuing Education](#) (MCE) provides professional education to individuals and corporate clients, to enhance careers and foster workforce development. Our vision is “to achieve national distinction for high quality, flexible and innovative professional education programs”.

Position Description:

MCE is currently accepting applications for part-time course instructors to teach courses for a new academic program in Health Information Fundamentals. In this role, you will provide online instruction using adult learning techniques, such as presentations, discussions, case studies and group activities.

Instructors may be involved in the design and delivery of course content and develop methods to assess and evaluate student progress. Instructors will complete formative and summative evaluations of students.

Courses:

Instructors are required for the following courses:

- Introduction to Health Information Management and Records Management
- Information Governance, Finance and Research
- Privacy and Health Law
- Quality in Health
- Information Technology
- Statistics and Analytics

Course Format:

Courses are delivered online (virtual, asynchronous). Supplemental course resources, assignment submission, and student advisement will use McMaster University’s learning management system (LMS), Brightspace (Desire to Learn). Courses are scheduled throughout the academic year.

Accountabilities:

1. Develop an instructional plan for the course and complete pre-course preparation including preparation of online course site and resources.
2. Deliver session content according to course schedule using effective instruction and facilitation techniques suitable for diverse, adult learners.
3. Assess student progress by preparing, revising, administering, and grading tests and quizzes, as well as grading assignments.
4. Contribute to ongoing design/development of course materials and content in a way that complements other course offerings in the program.
5. Corresponds with students promptly as required during the course offering.

6. Complete all required correspondence and administrative tasks.

Please note: course outlines, learning objectives, suggested readings and assessments are developed as part of McMaster's academic approval process and do not need to be developed by the instructor.

Qualifications:

The ideal candidate will be a certified Health Information Management professional. A minimum of a Bachelor's degree or equivalent in an appropriate field of study and experience. A Master's degree is preferred along with teaching experience in adult education.

Assets:

Asset skills include post-secondary education in health information management along with professional certification or designations (current and/or "in good standing"). Expertise in the Canadian health care system and current/previous employment in health information management roles. Additional requirements include broad sector knowledge, strong interpersonal and organizational skills, proven research skills and problem-solving ability, computer acumen, and a demonstrated ability to enable others to learn.

Candidates may be asked to facilitate live, virtual sessions for a course using Zoom or MS Teams, scheduled for weekday evenings and/or weekends.

Interested candidates:

Send resume and cover letter to McMaster Continuing Education (Instructor/SME email account), instrapp@mcmaster.ca. Please indicate "Health Information Fundamentals Instructor Application" in the subject line.

Only qualified candidates will be contacted. MCE does not send confirmation of receipt of applications.

Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

Job applicants requiring an accommodation to participate in the hiring process should contact the [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247) to communicate accommodation needs.