

## 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 in the data analytics and technology program area. In this role, you will provide onsite instruction using adult learning techniques, such as presentations, discussion, and practical data and predictive analytics activities.

Instructors are responsible for the design, development 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 courses offered in programs:

- [Data Analytics](#)
- [Data Science](#)
- [Big Data Programming and Architecture](#)

### 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.

Some courses may be offered in-person at McMaster Continuing Education’s campus (Hamilton, Ontario) as of January 2022 based on public health and University guidelines.

### 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 data analytics practitioner with extensive experience in the field(s) of data science, machine learning, big data and predictive analytics. A minimum of a Master's Degree or equivalent in an appropriate field of study and experience teaching in adult education is required.

**Assets:**

Proficiency with data analytics software and technologies including, but not limited to, SAS, SQL, Hadoop, Hive, Spark, etc. Additional requirements include broad sector knowledge, solid computer science and statistical background, strong interpersonal and organizational skills, proven research skills and problem-solving ability, computer acumen, and a demonstrated ability to enable others to learn.

Candidates must be available to teach virtual courses (using Zoom, MS Teams or WebEx) scheduled for weekday evenings (7 pm – 9 pm) and/or weekends (9 am – 12 pm; 1 pm – 4 pm).

**Interested candidates:**

Send resume and cover letter to McMaster Continuing Education (Instructor/SME email account), [instrapp@mcmaster.ca](mailto:instrapp@mcmaster.ca). Please indicate "Analytics & Technology 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.