

**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 be a leader in professional, continuing education and lifelong learning by delivering superior learning experiences that transform lives and communities and contribute to societal health and well-being”.

**Position Description:**

MCE is currently accepting applications for part-time course instructors to teach in the Business Administration Program. In this role, you will provide online instruction using a combination of adult learning techniques, such as presentations, class discussions, case studies, and group activities.

Instructors are responsible for the delivery of pre-developed course content. Instructors will complete formative and summative evaluations of students.

**Courses:**

Instructors are required for the following courses:

- Business Communications
- Business Foundations
- Business Strategy
- Business Law
- Financial Modelling & Analysis
- Foundations of Business Finance
- Managing the Workforce of the Future
- Making Decisions, Managing Risk
- Principles and Practices of Supervision

**Course Format:**

Courses are delivered online (virtual, asynchronous). Supplemental course resources, activities, 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. 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 assigned course activities.
4. Contribute to ongoing design/development of course materials and content in a way that complements other course offerings in the program.
5. Correspond with students in a timely manner as required during the course offering.

6. Complete all required correspondence and administrative tasks.

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

**Qualifications:**

The ideal candidate will be a business practitioner with extensive experience in the field. A minimum of a Master's Degree or equivalent in an appropriate field of study and experience teaching in adult education is required.

**Assets:**

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.

**Interested candidates:**

Send resume and cover letter to McMaster Continuing Education (Instructor email account), [instrapp@mcmaster.ca](mailto:instrapp@mcmaster.ca). Please indicate "Business Administration 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.