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 subject matter experts to develop a course on Data Analysis for Quality and Process Improvement for our Retirement Community Management program. In this role, you will curate course materials, write and develop content related to the subject matter, create assessment materials, and work with an instructional designer to format these resources into an asynchronous online course.

Course Description:

This course will examine the exploration of data relevant to the management and operations of retirement community organizations. The course will present the analytics life cycle in the context of planning to solve a business problem and how to use data for quality metrics and process improvements. Common data visualization tools and techniques will be explored and used as students learn best practices for the presentation and communication of analytical solutions and insights.

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.

SME Responsibilities:

- Collaborates with the ID creatively in the development of the Course Plan (blueprint of course design), identifying course learning outcomes, evaluation structure, and instructional strategies at a high-level and that align with the target audience, course parameters, and course delivery format (i.e., online, online self study, virtual classroom, in-person, etc.).
- Conducts research and curates credible and scholarly content using a variety of secondary sources (e.g., McMaster University Library, Open Education Resources, etc.) and in a variety of formats (i.e., a combination of text, video, and/or audio).
- Provides contextual information so the learner experiences a coherent learning journey.
- Highlights connections between ideas so there is meaningful progression for learners.

- Upholds the principles of academic integrity (i.e., no plagiarism) and is comfortable with citing secondary sources both in-text and creating a references list as per current APA Style guidelines.
- Produces well-researched content that is clearly, coherently, and academically written (i.e., summarizing, paraphrasing, direct quotations) in the module page template provided by the ID and upholds MCE quality standards.
- Collaborates with the ID in the development of engaging and interactive evaluations, both graded and non-graded, (e.g., discussions, quizzes, tests, exams, assignments, rubrics, etc.)
- Collaborates with the ID in the revision and proofreading of course materials through constructive feedback loops.
- Receptive to constructive feedback/recommendations and willing to modify content to ensure it meets MCE quality standards.
- Collaborates with the ID to obtain copyright information (where applicable) and/or provides copyright information (where applicable).
- Collaborates with the ID to ensure that the course content is accessible and in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) (e.g., image descriptions for images, charts, graphs, etc.)
- Makes creative decisions with the ID about the inclusion of graphics (e.g., images, tables, infographics, etc.), both open source/creative commons graphics or with the help and expertise of the Multimedia Specialist.
- Works with ID to identify and integrate educational technology applications into the course design where applicable.
- Comfortable using file hosting services (e.g., Dropbox, OneDrive, etc.) and Microsoft Office applications (e.g., Word).
- Maintains a high level of professionalism, collegiality, and spirit of cooperation throughout the planning and designing of course content.
- Excellent time management skills and works well with tight timelines under the direction of the ID.
- Strong communication skills.

Qualifications:

The ideal candidate will have a background in retirement community management reporting and a knowledge of business analysis/analytics. A minimum of a Bachelor's degree, and preferably a Master's degree, or equivalent in an appropriate field of study and experience teaching in adult education is considered an asset. Additional requirements include broad sector knowledge, strong writing, 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/SME email account), instrapp@mcmaster.ca. Please indicate "Retirement Community Management Subject Matter Expert 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.

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