

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 new academic program **Retirement Community Management**. 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:

RCM 101 – Healthy Aging: Health, Nutrition and Wellness

Study the relationship between nutrition, aging and wellness. The course will explore foundational concepts of healthy aging including the demographics of Canada’s aging population, the physiology of aging and the nutritional needs of older adults. The focus will be placed on the design and implementation of food and nutrition, fitness, health and wellness programming within retirement community residences.

RCM 102 – Residential Site Operations

This course examines the management of the physical site operations of a retirement residence. Focus is placed on the physical structures, heating systems, safety measures and controls and maintenance management. Principles of risk management, resourcing, operations budgeting and leadership will be presented using case studies and industry best practices.

RCM 103 – Retirement Community Management

Effective management of a retirement community facility involves an extensive understanding of resource management: staffing, inventory, finances, and data. This course will examine best practices for managing an organization according to policies and legislative requirements in Canada. Students will analyze proven strategies to effectively plan, implement and lead the organization.

Course Format:

Courses are delivered online in a primarily asynchronous format. Some live, online sessions may be scheduled throughout the term. 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. 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. Correspond with students in a timely manner as required during the course offering.
6. Participate in course discussions throughout the course to facilitate student learning.
7. Complete all required correspondence and administrative tasks.

Please note: course outlines, learning outcomes, 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 have extensive experience related to their course subject, including experience working in a retirement community. A minimum of a Master's degree or equivalent in an appropriate field of study is required.

Assets:

Teaching within the field at the post-secondary level and training in adult education, especially online, is a strong asset. 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. Please indicate "Retirement Community Management Instructor" 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.