

Job Posting for Subject Matter Expert

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 **Subject Matter Experts (SMEs)** for the **Business Administration** program area. In this role, you will provide subject matter expertise, relevant industry/professional knowledge, and pedagogical practices for developing an online course. Working with an Instructional Designer, subject matter experts are responsible for designing and developing course content, including methods to assess and evaluate student progress. All course content will be delivered in an online format.

Courses:

Subject matter experts are required for the development of the following course:

- **Supply Chain Management**

In today's fast-paced business world, analyzing the key elements of effective management and understanding business competition is paramount. This course teaches supply chain management concepts, techniques, and theories. The course will examine current industry supply chain examples, focusing on practical applications to hone problem-solving skills and solidify learning. Students will study the evolution of operations management, analyze strategies for sustainability, review quality management considerations, and investigate tools for forecasting to ensure future success.

Accountabilities:

1. Develop structure for online course including all curricular and assessment elements.
2. Prepare course outline as per the standards and requirements of the department.
3. Work collaboratively with an instructional designer and learning systems technologist according to established timelines.
4. Investigate relevant literature and pedagogical practices to enable an engaging learning experience.
5. Select and prepare content including text, visuals, and other learning assets such as podcasts and short videos for all modules/units/lessons and in compliance with accessibility standards.

6. Develop and update learning activities including formative quizzes, reflective exercises, case studies, discussion board activities that re-enforce learning, in consultation with the instructional designer.
7. Prepare comprehensive evaluation files including but not limited to, pedagogically meaningful tests, written assignments and projects.
8. Cite and document all quotations, summaries, and paraphrases taken from secondary sources according to disciplinary standards (i.e., APA).
9. Ensure that all copyright standards are met.
10. Participate in quality assurance review of modules, assignments, and course as a whole.

Qualifications:

The ideal candidate is a professional with proven experience in management, business leadership, or business and/or related education. A minimum of a Master's degree or equivalent in an appropriate field of study and experience teaching in adult education is required. Relevant professional designation(s) is an asset.

Assets:

- Understands academic requirements for post-secondary level education
- Experience or training in adult education
- Experience in course development, particularly for online courses
- Broad sector knowledge
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Established research skills and problem-solving ability
- Excellent time management and ability to meet deadlines
- 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 “**Business Administration SME 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.