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**Office Administration - BCOM 102 (Communications 2)**

**Competition # OA1819-14**

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Position Title: Instructor  
Position Description: See below  
Appointment Dates: February 4 – April 3, 2019  
64 hours *(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)*  
Location: Humboldt

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**Human Resources Department**  
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**Humboldt SK S0K 2A0**  
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**Deadline – January 16, 2019**

# Office Administration Instructor

Function: Instruction

Location: Humboldt

## POSITION SUMMARY

The Office Administration Instructor position is a position reporting to the Business & Skills Training Manager. The incumbent will provide instruction in the Office Administration program.

## DUTIES AND RESPONSIBILITIES

- Provide instruction in the program according to curriculum outline
- Manage the classroom to ensure an optimum learning environment
- Plan and deliver learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Be flexible and responsive to learner needs through the use of appropriate instructional methodologies
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College

## KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of computer application software
- Knowledge of job types, employer expectations and employment opportunities
- Knowledge of individualized teaching techniques
- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments.
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Operates with integrity at all times
- Demonstrated ability to keep the organizations vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions

## EDUCATION

- Bachelor of Education degree with a major in Business Education or
- Bachelor of Education degree plus an Office Administration Certificate or
- An equivalent combination of education and experience

## EXPERIENCE

- A minimum of two years current experience (within the past five years) in an office or teaching environment that includes the use of computers
- Two or more years teaching experience
- Training or experience in Adult Education is considered an asset