

CarltonTrailCollege.

Office Administration – Accounting 105 & QuickBooks Instructor

Competition #OA2627-04

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	September 1, 2026 – December 23, 2026 13 days <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	To Be Assigned
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Humboldt

This competition will close on **June 10, 2026**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

careers@carltontrailcollege.com

**Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0**

Office Administration Applied Certificate Instructor

#OA2627-04

Function: Instruction
Location: Humboldt

POSITION SUMMARY

The Office Administration Instructor position is an in-scope position reporting to the Post-Secondary Programs Manager. The incumbent will provide instruction in the Office Administration Applied Certificate program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Office Administration program
- Manage the classroom to ensure an optimum learning environment
- Manage the classroom to ensure a safe environment including maintaining a clean and organized shop area and a hazard-free learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required to appropriate individuals
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be aware of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- 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
- Demonstrated familiarity with the tools and technologies that support effective curriculum delivery via a blended or online model
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- 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
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- 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
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Exemplifies the College's cultural values of being respectful, inclusive, accountable, and innovative

EDUCATION

- Bachelor of Education degree with a major in Business Education or
- Bachelor of Education degree plus an Office Education 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