



International Programs at New College seeks a **course developer** to develop course materials for a Human Resources Management Course in the International English Program for non-English background students between July 30th and August 8th, 2024.

International English Program: Human Resources Management Course

Course Development

The course developer will develop a course curriculum that contains learning outcomes, daily learning activities with supporting materials and assessment tools based on the course mandate document. Completed course materials will be submitted to the Academic Director, International Programs on August 8th, 2024 in digital format on a Microsoft Sharepoint site.

Course description

Broadly, this course aims to improve student competencies in management transformation to support better decision making, problem-solving, and overall performance through using English as an additional language. Course themes may include HR analysis and organizational effectiveness, HR development plan, talent management, employee engagement, performance management, merit-system-based employee reward models, emerging HR issues and challenges.

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| Format | Digital materials in Microsoft Word format stored on program Sharepoint site. |
| Stipend | \$1,483.50 |

Minimum Qualifications

Applicants must have, or be in the process of completing, a graduate degree closely related to the course subject area and must have experience developing course material for undergraduate or graduate students.

Preferred Qualifications

Working with multilingual students. Training in teaching students who speak English as an additional language.

Responsibilities

- Develop curriculum for course based on course mandate document to be shared with developer that includes learning outcomes, teaching materials, activities, and assessment tools
- Materials to be developed digitally and stored on program Sharepoint site
- Liase with program staff and the Assistant / Academic Director as required

It is understood that some announcements of vacancies are tentative, pending final budgetary determinations.

Application Process

Applicants should submit a detailed letter of application (cover letter); an updated curriculum vitae; name and contact information (email and phone); evidence of teaching in the relevant area.

Applications should be sent to:

International Programs
c/o International Programs Administrative Assistant
E-mail: internationalprograms@utoronto.ca

Application deadline: July 29, 2024

Only applications submitted to the email address listed above will be considered.

This job is posted in accordance with the CUPE 3902 Unit 6 Collective Agreement.

It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Please note: Members of UTFA should not apply for positions posted under the Unit 6 collective agreement; rather they should apply on the basis of an UTFA overload.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca. During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at hwb@utoronto.ca. For more information about accommodations at U of T, please visit our Accommodation webpage.

Posting Date: July 16, 2024