



### **PART TIME – INSTRUCTORS**

***\*\* Must be available for daytime hours \*\****

#### **Description:**

Reporting to the Chair, the Part Time Instructors are responsible for teaching assigned courses and providing academic leadership.

#### **International Business Management, Posting #: IBM-PT**

Candidates must have three years of progressive experience in a related field, an MBA would be an asset. Preference will be given to candidates who have relevant and recent experience operating in the international business area such as supply chain management, logistics, market entry and distribution. Candidates must be a Certified International Trade Professional (CITP) accreditation by FITT or are committed to pursue the industry-validated CITP designation within a year. Subjects to be taught will include International Business Management, International Marketing, Supply Chain Management, International Market Entry, Logistics, Trade Finance and other related disciplines.

#### **Supply Chain Management, Posting #: SCM-PT**

Eligible candidates must have a minimum of a diploma in Business Administration, Logistics or a related field and have a minimum of 3 years' experience

#### **Business - Part Time Instructors, Posting #: BUS-PT**

Eligible candidates must have a minimum of a diploma in Business Administration and have a minimum of 3 years' recent and relevant work experience.

#### **Data Analytics - Part Time Instructors, Posting #: DAP-PT**

Eligible candidates must have a minimum of a diploma in Business Administration or a related field and have a minimum of 3 years' recent and relevant experience.

#### **Office Administration- Part Time Instructors, Posting #: OAG-PT**

Candidates must have a post-secondary diploma or degree in English or equivalent in Language Fundamentals and computer applications certification, credentials in Microsoft applications, Experience with keyboarding software (Keyboarding Pro Deluxe), Experience with ExpressScribe machine transcription, several years of progressive experience in Office Administration, experience in maintaining financial records. Subjects to be taught include but not limited to: Office Administration and Computer Applications.

#### **Office Administration Health Services - Part Time Instructors, Posting #: OAH-PT**

Candidates must have a combination of a diploma or advanced diploma and/or baccalaureate degree with at least five years' recent and relevant experience in a medical office, medical clinics, general and specialized healthcare offices, hospitals or alternative healthcare facilities with electronic medical records administration experience. Strong knowledge and experience in medical terminology, medical transcription, medical office management, electronic medical records & billing, pharmacology, client care, relevant legislation, and Microsoft Office.

#### **Office Administration – Legal, Posting #: OAL-PT**

Candidates must have a post-secondary diploma in Office Administration Legal or a university degree in a related discipline as well as a minimum three years of relevant field experience. Candidate will also have computer applications certification (credentials in Microsoft applications). Candidates will be required to teach appropriate courses in the Office Administration Legal program.

#### **Computer Networking, Posting #: CN-PT**

Candidates require a Diploma or Bachelor's degree in Computer Science or equivalent diploma/degree from a recognized college or university and minimum three years of related work experience. An additional professional designation/certification such as CCNA, or computer networking diploma is required. Experience teaching adult students at a post-secondary level is also recommended. Subjects to be taught will include Introduction to Programming, Networking, Linux, Protocol Analysis.

Please apply quoting the competition number to: <https://www.stclaircollege.ca/careers/apply>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

We invite applications from qualified applicants. The competition will be conducted in accordance with the prevailing Collective Agreement. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at: <https://www.stclaircollege.ca/careers/current-opportunities>

Information is collected under the Freedom of Information and Protection of Privacy Act.