



**ST. CLAIR**  
COLLEGE

## **PART TIME - INSTRUCTORS**

St. Clair College of Applied Arts and Technology offers a wide variety of programs and courses leading to two and three year diplomas as well as one year certificates and applied degrees. Our Academic Schools include: Skilled Trades, Community Studies, Health Sciences, Nursing, Business and Information Technology, Media, Arts and Design and Academic Studies. The College has over 10,000 full-time students enrolled in post-secondary programs, as well as over 30,000 part-time learners engaged in credit, non-credit, distance and contract training activities. The College is focused on graduating learners with exceptional employability skills who are positioned to contribute to the growth and success of the economy within our community, across the country and around the world

### **Description:**

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

### **Office Administration- Part Time Instructors (# 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, Medical Records and Computer Applications.

### **Office Administration – Legal – Part Time Instructors (# 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

### **International Business Management – Part Time Instructors (# IBM-PT)**

Candidates must have three years of progressive experience in a related field, an MBA would be preferred; 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.

## **Computer Networking- Part Time Instructors (# CN-PT)**

Candidates require a minimum Bachelor degree in Computer Science or equivalent degree from a recognized 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.

## **Dental Hygiene - Part Time Instructors /Technologist (# DH-PT)**

The St. Clair College Dental Clinic is looking to hire clinical instructors/technologists that are Registered Dental Hygienists. The incumbent must be in good standing, must have held an active license with the CDHO within the last 5 years and be authorized for self-initiation. The candidate may also be requested and able to instruct in the Dental Assisting Program. Candidates must be available for evening and day shifts. Please forward your complete resume for consideration.

Please forward your resume quoting the **competition number** either by fax at (519) 972-2754, by online application at [http://www.stclaircollege.ca/jobpostings/hr\\_resumes.html](http://www.stclaircollege.ca/jobpostings/hr_resumes.html) or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only.**

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: <http://www.stclaircollege.ca/jobpostings>

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