JOB POSTING

(INTERNAL)

POSITION:	Instructional Facilitator – PLAR Focus	**COMPETITION #:**	2010-035R
DEPARTMENT:	Child, Family and Community Studies	**CLASSIFICATION:**	Pay Level 11
REPORTING STATION:	New West	**SALARY RANGE:**	$736.52 to $823.27 bi-weekly

This regular part-time 17.5 hours per week position is available effective May 1, 2010. Shifts are between 8:30 am to 4:30 pm, exact schedule to be assigned. Some evenings may be required.

NOTE: Pending budget approval

PRIMARY FUNCTION:

To provide faculty in the Faculty of Child, Family and Community Studies and faculty teaching the CFCS integrated curriculum courses with course based organizational and instructional support (including supervision and evaluation) and to provide support for a range of departmental processes such as: program marketing, student orientation, selection, admission and registration. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of the English language (written and verbal) and demonstrated ability to speak to small and large groups in informal and formal settings. Ability to give effective, verbal presentations as well as media presentations inside the classroom, at information sessions and to the general public.
- Two years of post-secondary education in a related field combined with two years of field experience with a focus on prior learning.
- Proven organizational ability together with a demonstrated ability to work independently with a minimum of direct supervision, establish priorities and meet deadlines, e.g. provide support for registration processes, including the ability to solve problems and willingness to support student use of WebCT.
- Demonstrated inter-personal skills for communicating courteously and effectively in writing, in person, or over the telephone with staff, faculty, administrators, students, community agencies and the general public. Maintain good working relationships with other employees.
- Ability to maintain a high degree of confidentiality with respect to instructional and student related information. Demonstrated ability to work as an effective team member across several programs and attend team meetings, e.g. provide verbal and/or written input on students' progress in a confidential manner.

- Demonstrated ability to support the instructional process through the preparation of lab materials and equipment including demonstrations, e.g. cameras, VCRs, mixers/splitters, computers and the set up of practicum placements.
- Demonstrated ability to facilitate group discussions and to provide feedback to students under supervision of the course instructor(s). Ability to give effective, verbal presentations and media assisted presentations, as required.
- Proven aptitude for gathering information and researching appropriate educational materials. Proven analytical and decision-making skills.
- Demonstrated computer literacy skills including word processing and use of PowerPoint and excel spreadsheets.
- Demonstrated ability to maintain current knowledge in the fields associated with CFCS. Ability to liaise effectively with multiple community practice fields and to maintain intricate knowledge of practicum sites.
- Demonstrated knowledge of the use of prior learning assessment and recognition (PLAR) in CFCS Programs, and transfer credit process.
- Knowledge and understanding of how to promote and support the use of prior learning assessment and recognition (PLAR) in a college setting.

LINK TO JOB DESCRIPTION

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **4:30 pm, March 24, 2010**.

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to **jobs@douglas.bc.ca**

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.