

**Part-time Professor – Office Administration – Health Services
Competition #398-23**

Department:	Business and Management and Automotive Business	Posting Date:	November 6, 2023
Campus:	Barrie	Status:	Part-time
Classification:	Academic	Effective Date:	January 2024

Reporting to the Associate Dean, the incumbent develops and delivers courses in the Office Administration - Health Diploma program. Courses may be scheduled and delivered during the day or evening. Specific duties include, but are not limited to:

- Delivers courses in the Office Administration - Health Diploma program:
 - OFAD 2026 OHIP for Health Services
 - OFAD 2032 Health Services Practical Experience and Clinical Applications
 - COMP 2027 Computerized Admin Simulations
- Develops and delivers appropriate curriculum to meet course objectives
- Incorporates a variety of teaching / learning strategies to meet student needs
- Evaluates student progress / achievement
- Participates in program and college activities as required
- Participates in program revisions and renewal activities as required
- Creates and maintains a positive learning environment

QUALIFICATIONS:

- Successfully completed a Diploma or Degree in a related field of study
- A minimum 5 years of professional experience providing office administrative support
- Excellent communication and interpersonal skills
- Commitment to life-long learning
- Computer literacy: MS Office along with a high comfort level with learning new software such as student learning management systems and various teaching delivery applications
- Familiarity and experience with Electronic Medical Records (EMR) for OFAD 2026
- Proven ability to work in a team environment and to foster the same in students
- Experience in some or all of the following is an asset: curriculum development, a variety of delivery strategies, adult learning methodologies, academic advising, and student success strategies
- Teaching and Training Adults certification and / or experience in a teaching or training capacity is an asset

Acceptable proof of education (degree, credentials) from recognized post secondary institutions or confirmation of international equivalencies will be required as part of selection process

Georgian College supports diversity, equity and a workplace free from harassment and discrimination and is committed to an inclusive, barrier-free environment. We invite applications from all qualified candidates and actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to persons of Indigenous ancestry, racialized persons, persons with disabilities, women and members of the 2SLGBTQ+ community. If you are contacted to participate in the interview, please advise the coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process.

Alternate formats will be provided upon request throughout the recruitment and selection process.

APPLY NOW:

To be considered for this position, please visit our website at www.GeorgianCollege.ca and apply by navigating to About Georgian and then to Career Opportunities.

This position will be open until filled. While we thank all applicants, only those contacted for an interview will be acknowledged.