

1. IDENTIFICATION

Position No. 70-01538	Job Title Instructor, Management Studies	Supervisor's Position Senior Instructor, Management and Office Studies	
Department Nunavut Arctic College	Division/Region Health and Wellness/Kivalliq	Community Rankin Inlet	Location Kivalliq Campus
Freebalance Coding: 03300/01/3/333/0302001/04			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Senior Instructor, the Instructor, Management Studies plans and instructs courses in the Management Studies and Office Administration, and other Business programs, as needed.</p> <p>Nunavut Arctic College is a multi-campus institution designed to provide a wide range of education services to adult learners of Nunavut. The programs are directed specifically to the northern environment and needs of individual northerners, the work force and the northern communities. The College recognizes the need to make appropriate educational opportunities available across Nunavut. Nunavut Arctic College strives to encourage lifelong learning in a rapidly changing world. The purpose is to develop in adult students, the skills, personal qualities, and attitudes necessary for successful employment.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The instructor provides certificate and diploma level instruction in Management Studies and training in Office Administration. Instruction is provided to support the training needs of students seeking employment in business, government or seeking access to higher education opportunities.</p> <p>The incumbent will be responsible for the delivery of courses in the Management Studies Program such as E-Commerce, Principles of Management, Organizational Behaviour, Contract Law, Human Resources Management, Small Business Management, Economics, Finance, Business Math, Statistics, Accounting, Portfolio Development, Communications and Microsoft Office Computer Applications. Some classes are combined to deliver courses to both Management Studies and Office Administration students.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Under the direction of the Senior Instructor, the Instructor will:

- Be responsible for the planning, organization, delivery and evaluation of the courses in Management Studies and Office Administration Programs;
- Be a representative of the College within the community and therefore plays critical role in creating and promoting a positive image for the College;
- Be able to understand and comply with Nunavut Arctic College policies and procedures;
- Attend regular program meetings and communicate regularly with the Senior Instructor;
- Instruct in order to meet defined and detailed instructional objectives of Nunavut Arctic College program standards. Those standards are often imposed by external accreditation organizations, associations and agencies; and as a part of the college team, be required to complete reasonable amount of non-instructional duties to attain the goals of Nunavut Arctic College.

Develops and delivers classroom instruction and ensures that student needs and college program criteria are met by:

- Ensuring instruction meets the professional standards of Nunavut Arctic College;
- Plans courses, lessons and units by establishing a syllabus for each course before the start of the term or course;
- Delivering/instructing course content, using appropriate and varying instructional methods;
- Developing and delivering course content that is representative of a College academic level of instruction;
- Developing and revising course content which is relevant and current to the changes in the field of business and accounting;
- Developing/presenting content which accurately reflects the cultural, political, social and environmental realities of Canada with an emphasis on the Nunavut Territory;
- Assuring that teaching materials are consistent with latest and most current theories and knowledge;
- Providing opportunities for student evaluation of course content and instructional quality;
- Maintaining a record of all course outlines and materials used in course/program delivery;
- Maintaining all course correspondence, attendance, progress reports and course marks;
- Assessing students' performance, skills and competencies before, during and after instruction;
- Developing and administering appropriate and varying methods for student evaluation;
- Working closely with guest lecturers to help prepare them for content discussion.
- Fulfilling supplementary duties related to overall program delivery as delegated by the Senior Instructor, example student admission interviews;

- Assisting with recruitment of potential students;
 - Travelling to other communities for course delivery and related purposes when required;
 - Delivering courses outside the (traditional) 8:30 to 17:00 time period when assigned to do so by Senior Instructor;
 - Assisting other faculty members in course delivery as part of a college faculty team;
 - Participating in any number of College programs, courses and curriculum committees as and when required;
 - Participates in any number of research development activities as and when required;
 - Maintaining inventory of assigned instructional area hardware and software;
 - Ensuring that all materials and information prepared by the incumbent while carrying out his/her duties remain the property of Nunavut Arctic College;
 - Making recommendations to the Senior Instructor, Management and Office Studies regarding curriculum development/revision and on-going development and enhancement of the program;
 - Participating in the development and delivery of on-line courses.
- Addresses Student needs by:**
- Encouraging student assessments of their own progress (self-evaluation);
 - Developing and maintaining goal centred progress plans for students when required;
 - Assisting students with recognising and understanding personal needs, values, problems, alternatives and goals;
 - Developing and participating in course outcomes;
 - Providing dedicated office hours to give assistance to students outside the formal classroom (i.e. tutoring assistance with all papers/essays, projects, assisting prior to examinations if needed);
 - Referring students to counselling or tutoring services for help if required (i.e. personal issues, scholarly writing, and time management skills);
 - Maintaining security and safety of the assigned instructional area.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.
Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Knowledge of accounting and finance;
- Knowledge of adult instructional practices/methods;
- Knowledge of online course development and delivery;
- Knowledge of curriculum design and evaluation;
- Knowledge of Inuit Societal Values.

Skills and Abilities

- Computer skills in word processing, publication, presentation, e-mail, internet, spreadsheet, database programming and online course delivery;
- Analytical and conceptual thinking skills;
- Excellent facilitation skills;
- Excellent interpersonal skills;
- Excellent communication skills, verbal and writing;
- Negotiation skills;
- Researching skills;
- Organizational and planning skills;
- Ability to work as a team member and independently;
- Demonstrates initiative;
- Ability to be flexible in learning environments;
- Ability to be innovative.

The ideal incumbent will have:

- Bachelor's degree in business administration plus an MBA or a Masters in a relevant field such as Accounting, Economics or Commerce;
- A minimum of 3 years managerial experience, preferably in Nunavut;
- A minimum of 2 years experience teaching adults at a post-secondary institution, preferably in a cross-cultural environment;
- Formal training in adult education is desirable;
- Fluency in Inuktitut is an asset.

A combination of education and experience may be considered.

Short-listed candidates may undergo a vulnerable sector check as necessitated by the demographics of the learners' participating in the program.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Most of the time is spent in the standing and/or sitting position with frequent opportunities to sit or move about. Some travel by small plane may be required.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent works in an office environment; however, they are faced with constant interruptions and must meet on a regular basis with others.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent must respond to the demands of classroom instruction. The incumbent must spend long hours on the computer which can cause eyestrain and fatigue.

Concentration is required when researching and/or writing educational materials and reviewing/correcting student submissions.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

High levels of stress may be encountered due to the variety of program areas, the need to meet tight deadlines, conflicting priorities attempting to manage time efficiently among instructing, tutoring and counselling of students and by constant interruptions.

Decisions that result in student failure or withdrawal from the program are stressful.

Classroom and office space maybe limited. This will require the instructor to respond flexibly to space problems.

Working in a cross-cultural setting may be stressful.

Often required to manage challenging situations with students in the classroom. The mental effort required to remain calm, professional and constructive can be difficult.

7. CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
President Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.