

# BUSINESS MANAGEMENT INSTRUCTORS



Columbia College is a young, exciting accredited educational institution that was established in 1986. It offers a broad range of high-quality and accelerated innovative pre-career and professional programs that support continued adult learning and development. Columbia offers a wide range of intensive occupationally focused certificate and diploma programs where students obtain up to two years of highly valued and recognized college/university education in a compressed period (as little as twelve months).

The College is currently seeking additional part-time facilitators (instructors) for the next academic year. It is looking for highly experienced business and professional people who want to help adult learners acquire relevant academic knowledge and current applicable skills. Candidates should possess the appropriate educational qualifications and have at least 5 years current business or professional experience. Experience as a classroom instructor is not required, although candidates must be willing to develop effective classroom facilitation (instruction) skills in order to support student learning. Courses that may require day-time and evening faculty:

- Fundamentals of Management
- Introduction to Writing
- Principles of Marketing
- Introduction to Computing Applications
- Human Resource Management
- An Introduction to Statistics
- Fundamentals of Financial Accounting
- Economics and Business
- Business Law
- Organizational Behavior and Effectiveness

- Quality Management Principles and Practices
- Social and Cultural Anthropology
- Business Ethics
- Business Communication
- Management of Small Business
- Consumer Behaviour
- Introduction to Political Science
- Basic Concepts of Psychology
- Management of Operations
- An Introduction to Sociology

Each 40 hour course normally consists of two classes per week between Monday and Thursday, 1:00 pm to 5:00 pm, or 5:30 pm to 9:30 pm. Each facilitator is normally scheduled to teach two afternoons or evenings for a five week course delivery period.

Columbia's goal is to provide a high-quality academic and yet practical learning environment for adults in small interactive dynamic classes. Columbia aims to graduate students that develop into future professionals who earn a high degree of respect in Canada.

---

*Please visit our website at [www.columbia.ab.ca](http://www.columbia.ab.ca) to learn more about the College*

Interested candidates should submit a resume and cover letter (must indicate afternoon or evening availability, specific course preferences, four work-related references including phone numbers, and salary expectation per 40 hour course. For course description, please see website at [www.columbia.ab.ca](http://www.columbia.ab.ca).

*Only candidates selected for an interview will be contacted.*

Address to:

Mr. Ben Ontuca, MBA  
Assistant Manager  
Business Management Dept.  
Columbia College  
802 Manning Road N.E.  
Calgary, AB T2E 7N8