

COLUMBIA COLLEGE
CAREER OPPORTUNITY
INTERNAL & External POSTING

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| POSITION: | Assistant Chair |
| PROGRAM/DEPARTMENT: | Academic Skills Development Department |
| REPORTING TO: | Gerald Halabura |
| HOURS: | Part-time – As assigned up to 12.5 Hours |
| DEADLINE TO RECEIVE APPLICATIONS: | No Deadline |
| DATE POSITION IS TO COMMENCE: | This position will remain open until a suitable candidate is found |

Description:

See attached sheet for a current position description.

Qualifications:

This professional will assist in the coordination and development of programing offered by the Academic Skills Development Department. The ideal candidate will have a Bachelor or Masters Degree in Education, Educational Administration, or the teaching of English as a Second or Additional Language, along with a minimum of 5 years of instructional experience. Knowledge of curriculum development, instructional best practices and administrative experience will be beneficial in the hiring process, along with a strong background in English as a Second Language.

The successful candidate will possess excellent organization, time management and communication skills, and will display commitment toward the provision of high quality service and support for students. This professional must be personable, outgoing, customer oriented, highly organized, and an effective leader, able to follow through and proactively troubleshoot problems.

The position will initially be part-time in scope, with a maximum of up to 12.5 hours per week; the initial focus of the position will be curriculum and project development, along with administrative functions assigned on an as needed basis. The number of hours and scope of duties may increase in time as funds become available, thus candidates interested in eventually assuming a full-time position in the area will be considered first. The individual will also be trained to act as back-up to the Chair.

Please submit a resume to Gerald Halabura, Program Chair of the Department of Academic Upgrading & English as a Second Language (geraldh@columbia.ab.ca). They should include a cover letter stating their date of availability, four work-related references including their current supervisor(s), and their hourly salary expectation.