

**COLUMBIA COLLEGE**  
**CAREER OPPORTUNITY**  
**INTERNAL/EXTERNAL POSTING**

**POSITION:** Part Time: Facilitators for Bridging Program/ University Preparation  
Courses: High School to Post-Secondary English, Biology, Mathematics, Medical Terminology

**PROGRAM/DEPARTMENT** Student Services Department  
Bridging Programs/ University Preparation

**REPORTING TO:** Lucy Dooley,  
Manager Student Services and Coordinator: University Preparation (Bridging Programs)  
Bernadette O'Donnell-McCoy

**HOURS:** 30- 40 hrs. per course

**DEADLINE TO RECEIVE APPLICATIONS:** This position will remain open until suitable candidates are found

**DATE POSITION IS TO COMMENCE:** To be determined

**Qualifications:**

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Ideally, this professional will be a teacher interested in facilitating upgrading courses at the post-secondary level. This educational background should be supplemented with ongoing professional training or experience in adult education. Professionals in other industry-related areas may also be considered for these positions.

Under the supervision of the Program Chair and Coordinator of Bridging Programs/University Preparation, this professional will be responsible for facilitating courses during the evening from 5:30 – 9:30 p.m. Some courses are also delivered on Saturdays during the day. Most courses are 40 hours in length and are delivered in an accelerated model for 10 sessions, twice a week. The goal of the Bridging Programs/University Preparation is to bridge the gap between what the learners know and what they need to know in order to meet the professional program entry requirements. These learners have generally been out of school for an extended period of time and/or have education from their home country, and are usually employed. All learners who are enrolled in these free courses have been conditionally approved for entry into their professional program of choice.

Other skills and experiences that are highly desired for these positions include: exceptional communication skills, fluent and correct English language competence, excellent writing skills, strong facility in applied computer skills and data entry, and the ability to work with others in a team environment. We are seeking a candidate who is passionate about helping serious,

mature learners achieve their entry requirements to professional programs and ultimately to achieve their employment goals. Columbia College values the ability of its employees to work in this ever-changing environment.

Interested candidates should submit a cover letter and resume to Lucy Dooley ([lucyd@columbia.ab.ca](mailto:lucyd@columbia.ab.ca) or fax to (403) 272-3805. The cover letter should state the date of availability, four work-related references including their current supervisor(s), and their hourly salary expectations. Please note that references will not be called until a final interview has been conducted and a mutual agreement as to potential employment has been reached.