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**Continuing Education Instructors**

**Position** Continuing Education Instructor, Records Management

**Department** Continuing Education, Faculty of Access and Continuing Education

**Location** Abbotsford and/or Chilliwack

**Contract type** Contract, part-time

**Start date** Fall 2022 Semester

**Hourly scale** Continuing Education contract wage range: $27.97-$55.98 per hour

**Closing date**

**About UFV**

Located in the heart of the Fraser Valley, the University of the Fraser Valley, with over 16,000 students pursuing more than 100 programs, including two master’s degrees, 15 bachelor’s degrees, majors, minors, and extended minors in more than 30 subject areas, and more than a dozen trades and technology programs, is committed to teaching excellence. UFV is a multi-campus institution and is regularly at the top of national rankings in the areas of teaching excellence, faculty-student interaction, and class size. UFV is also committed to indigenization of the institution.

Continuing Education, a department of the Faculty of Access and Continuing Education, has been offering high-quality lifelong education options to people in the Fraser Valley since 1974, and are well known for high standards and consistent quality. Continuing Education collaborates with other UFV departments to develop certificates and short courses related to our academic specialities. In addition to the many courses Continuing Education offers, they also provide custom, tailor-made courses for businesses and organizations. Learn more at [www.ufv.ca/ce](http://www.ufv.ca/ce).

**Posting details**

The Continuing Education department invites applicants to apply to join a pool of instructors qualified to teach in the Records Management Certificate program. You will find more information about Records Management courses on UFV’s Continuing Education webpage <https://www.ufv.ca/continuing-education/programs/records-management/>

**Duties & Responsibilities**

Continuing Education instructors create a student-centred learning environment that encourages student involvement and participation. Instructors teach developed course materials to meet learning outcomes. and incorporate their expertise, real life examples, and effective teaching strategies into the course and materials. CE instructors also document student’s attendance, participation, progress, as well grade assignments and assessments that lead to a final grade. Instructors are required to receive satisfied student evaluations.

**Qualifications**

Required qualifications include:

* Recognized education in Records Management (certificate, diploma, degree, Masters).
* Currently, employed as a Records Management clerk.
* A minimum of 7 years’ experience working as a Records Management clerk.

Preferred qualifications include:

* Instructor training is preferred (e.g. Provincial Instructor Diploma; Train the Trainer certification, recognized teaching credential or other educational programs for teaching adults).
* Instructor experience preferred.

All qualified candidates are encouraged to apply. UFV will only contact candidates receiving an interview. We thank all applicants for considering UFV for employment.

**UFV is committed to the principle of equity in employment.**