

Instructor - Human Resources Management for Non-HR Professionals (Temporary Contract)

The University of Guelph (U of G) is looking to hire an instructor for **Human Resources Management for Non-HR Professionals**, a course offered within the **Certificate in Facilities Management** program (non-degree, continuing education). In the future, the course offering will be expanded to adult learners completing other business operations certificates, including procurement, pupil transportation, information and communication technology, etc.

Instructor training is provided for synchronous (Zoom) and asynchronous (D2L/Brightspace - U of G's learning management system) methods of course delivery. While sample content is available, the instructor is responsible for developing the course content, activities (non-graded), and assessments (graded) to align with the course description and learning outcomes. The content of the course will remain the instructor's intellectual property, and thus may be used for other purposes at the sole discretion of the instructor.

Human Resources Management for Non-HR Professionals

This course provides students with information (e.g., labour and management legislation) and skills needed to successfully address human resource issues that affect employees in a facilities operations, construction, and maintenance environment.

Course development of Human Resources Management for Non-HR Professionals will begin in Winter 2022 and will be delivered remotely in Spring/Summer 2022. The course is typically offered every two years. The course is comprised of 30 hours— including a student orientation facilitated by University of Guelph staff, 26 hours of instruction, and a final exam proctored by the instructor. The course is scheduled over approximately four (4) days of instruction, one day per week, and for approximately 6.5 hours per class (e.g., 9:00 a.m. to 3:30 p.m. ET). There is some flexibility as to when the course can be scheduled (e.g., Spring—once a week over 4-5 weeks or Summer/July—over one week).

Requirements and Experience

The successful candidate must possess:

- A minimum of an undergraduate degree (or equivalent post-secondary education) and human resources (HR) management professional credentials
- Demonstrated expertise in human resources management and the ability to clearly communicate HR concepts and practices to non-HR professionals
- Experience working with union and non-union employees
- A willingness and ability to work collaboratively and independently
- Strong verbal and written communication skills, time management skills, and attention to detail

The successful candidate would also have some or all of the following attributes:

- Experience working in or demonstrated knowledge of the Ontario school board environment
- Training and/or facilitation experience
- An understanding of adult learning principles and methods, including interactive learning
- Experience developing curriculum and/or training materials
- A student-centred philosophy and approach to teaching and learning
- Familiarity with Zoom, or a willingness to learn how to use Zoom Pro, and D2L/Brightspace LMS for education purposes

To Apply

If you are interested in this position, please send a brief cover letter and your resume via email to Beverley Fretz, Manager, Program Development by Monday, October 4, 2021. Any questions about the positions can also be directed to this email.

Continuing Education at OpenEd

Continuing Education at OpenEd provides innovative, high-quality professional development programs that reflect the unique teaching expertise and research strengths of the University of Guelph. We offer over 100 courses delivered to students in 26 countries, creating a network of learners who bring a rich, diverse cultural experience to our courses and programs.