

Instructor - Recruitment, Total Compensation, and Retention (Temporary Contract)

The University of Guelph (U of G) is looking to hire an instructor for **Recruitment, Total Compensation, and Retention**. The course is a required course in the **Certificate in Human Resources Management for School Board Administration** program (non-degree, continuing education) but can also be taken on its own for professional development.

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.

Recruitment, Total Compensation, and Retention

Recruitment, Total Compensation, and Retention will replace the former **Motivation, Compensation, and Benefits** course; however, some of the content from the former course may be used in the development of the new course.

Course development of Recruitment, Total Compensation, and Retention will begin as soon as possible and will be delivered remotely one day per week over five weeks in Spring 2022 (e.g., late March through April). The course is typically offered every two years and is comprised of 30 hours—including a two-hour student orientation facilitated by University of Guelph staff, 26 hours of instruction, and an online final exam proctored by the instructor. The course is scheduled over approximately four days of instruction and for approximately 6.5 hours per class (e.g., 9:00 a.m. to 3:30 p.m. ET). Depending on the instructor's availability, there is some flexibility as to when the course can be scheduled in Spring (e.g., after March break, day of week TBA).

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
- Experience working in or demonstrated knowledge of the Ontario school board environment
- Demonstrated subject-matter expertise in HR management and the ability to clearly communicate HR concepts and practices, specifically related to recruitment, total compensation, and retention
- A willingness and ability to work collaboratively (e.g., course development) and independently (e.g., instruction/facilitation)

- Strong verbal and written communication skills, and time management and organization skills—including a good attention to detail, and the willingness/ability to deliver quality work on schedule

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

- 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 **Tuesday, January 10, 2022**. Any questions about the position can also be directed to this email.

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