# Human Resources Instructor

Employment Opportunity, Posted May 12, 2022

**Location:** Manidoo Baawaatig Kenora, Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig Fort Frances, or Sioux Lookout

**Term:** September 2022 to April 2023

The Human Resources Instructor will be responsible for guiding and instructing students of SGEI to maximizing the student learning experience by integrating theory and practical experiences. Delivery methods may be in-person, online, or evening. They plan, organize, and implement an appropriate instructional program(s) in a learning environment that guides and encourages students to develop and fulfill their academic potential. The instructor is responsible for supervising and evaluating students within the program. The instructor will work within an established framework to deliver educational services/programs. The Human Resources Instructor will work collaboratively with the Post-Secondary Coordinator within Seven Generations Education Institute. The instructor will demonstrate a strong commitment to the planning and improvement processes, ensure support of student achievement, and report directly to the Post-Secondary Coordinator.

Duties:

- Instruct students using various teaching methods, for example, lecture and demonstration, and use audiovisual aids and other materials to supplement presentations
- The instructor will be responsible for delivery of lectures on theory, techniques, and terminology, as well as delivery of demonstrations for skills required
- Prepare course objectives and outline for course of study following curriculum guidelines or requirements
- Teach courses in Accounting, Financial Management, and other related topics
- Administer tests to evaluate students' progress, record results, and issue reports in D2L Brightspace to inform students of their progress
- Keep and maintain attendance records, and follow up with Post-Secondary Coordinator, as needed
- Meet with students to discuss progress and problems and come up with possible solutions to the student's progress (academic tutoring)
- All instructors are required to attend professional development training sessions

Qualifications:

- Degree or Diploma in Human Resources, Business Administration, or equivalent is preferred
- A minimum of five (5) years professional experience in human resources or finance
- Previous experience in providing instructional services is preferred
- A personable and assertive approach in the promotion of programs and courses
- Excellent communication skills (both oral and written) as well as strong organizational, and presentational skills
- Knowledge, understanding, and a relationship with the Indigenous communities of Treaty #3 is preferred
- Must have demonstrated the ability to interact effectively with colleagues and students
- Must be able to manage time effectively and efficiently
- Excellent teamwork and team building skills with a high degree of resourcefulness, flexibility, and adaptability
- Must have a working knowledge of Microsoft software, including Word, Excel, D2L, Microsoft Teams, Zoom, etc.
- Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities

**Supervisor** Post-Secondary Coordinator

**Remuneration** $80.00/hr and $40.00/hr for Professional Development

Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following. Open until filled.

**Mail:**
Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6

**Email:**
Michelle Allan
Director of Human Resources
michellea@7generations.org

Vivian Kakekapetum
Associate Director of Human Resources
viviank@7generations.org

**Fax:**
Attn: Personnel Committee
(807) 274-8761

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request. For a complete job description please contact Michelle Allan, Director of Human Resources, or Vivian Kakekapetum, Associate Director of Human Resources.