



Employment Opportunity

Position: Computer Instructor

Location: Niizhwaaching Aanikoobijigeng Gikino'amaadiwigamig, Fort Frances campus, with travel to nearby communities.

Start Date: As soon as possible

Wage: \$60.00 / hour

Deadline: Posting open until vacancy filled.

Duration: 30 hours per week, term concluding March 31, 2024.

How to apply: 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:



Email:
Attn: Human Resources
Department
human.resources@7generations.org



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



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

Please direct any questions regarding this opportunity to Wayne Zimmer, Director of Government Relations at wayne@7generations.org. **Note: Daily meal per diem to be provided to the successful applicant. Travel costs covered as per corporate policy.**

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 by contacting Human Resources.

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Computer Instructor

Job Description

General description

The Computer Instructor will be responsible for teaching programming and usage skills to students. Teaching assignments may include evenings or off-campus work and online delivery methods. The Computer Instructor should demonstrate flexibility as they support students in developing confidence in their computer skills. The Computer Instructor will make every effort to acclimatize students with no prior to exposure to computers.

Qualifications and skills requirements

1. Degree or Diploma in Computer Science or Information Technology or related field, preferred.
2. Previous teaching experience preferred.
3. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
4. Knowledge and experience in teaching Microsoft Office, other hardware, PC Platform, server operating systems, networking and cybersecurity, as applicable to the subject matter being taught.
5. Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities, preferred.
6. Ability and willingness to stay current with industry standards and technology.
7. The ability to speak an Aboriginal language, preferred.
8. Demonstrated ability to interact effectively with colleagues and students.
9. Physical requirements may include being able to lift, stand, reach, climb, pull, carry and use appropriate judgement.
10. Passionate about computer literacy and academic excellence.

Supervisor: Director of Training

Job duties/responsibilities

1. Coordinate computer training with the Training Coordinator or Employment Navigator as applicable.
2. Plan lessons and activities that facilitate the student's acquisition of basic and advanced computer skills.
3. Teach computer courses in server operating systems, networking, software applications, Microsoft Office and any other related courses. Advise student(s) on appropriate curriculum.
4. Establish and maintain professional relationships with students and colleagues.
5. Design or modify course curriculum/materials, ensure assessments and evaluations are completed.
6. Ensure that computers remain free from food and drinks at all times.
7. Manage and supervise students.
8. Observe and manage classroom dynamics.



9. Evaluate and report student progress to the Program Manager.
10. Encourage the development of communication skills.
11. Must have the ability to function well in a team setting and must be able to work in community setting(s).
12. Ability to exercise good judgement and focus on detail as required.
13. Other duties as assigned.

Working conditions

1. Works indoors and outdoors, with occasional exposure to disagreeable weather conditions.
2. Position may require lifting of up to 10 lbs on occasion.
2. Manual dexterity is required to use a desktop computer and peripherals.
3. Interacts with students, and public at large.
4. Alternating periods of sitting and standing for moderate periods of time.
5. May work in awkward or uncomfortable positions from time to time.
5. Repetitive work.
8. Normally a seven (7) hour workday with occasional overtime requirements.
9. Demanding but not overly stressful.
10. Travel is required to the worksite which may include communities in the Treaty #3 territory as well as communities in proximity to Thunder Bay, as applicable to the specific assignment.

Conditions of Employment

1. Must provide satisfactory criminal background check and vulnerable sector screening.

Reviewed: August 2023