



Employment Opportunity

Position: Computer Instructor

Location: Community Based instruction in Rainy Lake Region

Wage: \$60.00 /instructional hour

Start Date: July 2024

Deadline: July 11, 2024 at 4:00pm CST

Duration: 2 to 8 week contract, based on operational requirements

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



Mail:

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



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Aimee Beazley, Director of Training at aimeeb@7generations.org

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.



Computer Instructor

Job Description

General description

The Computer Instructor will be responsible for teaching programming and usage skills to students based on Microsoft Office 365. 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 exposure to computers.

Qualifications and skills requirements

1. Diploma or bachelor's degree in any of the following fields: Communications, Computer Sciences, Information Technology, or related field
2. Certification in Microsoft Office 365 or related program, preferred
3. Evidence and effective teaching experience
4. An equivalent combination of education and experience may be considered on a case-by-case basis.
5. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills
6. Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
7. Ability and willingness to stay current with industry standards and technology
8. Knowledge and understanding of the Indigenous culture are preferred with and intimate knowledge of and relationship with the communities of Treaty #3
9. Demonstrated ability to interact effectively with colleagues and students
10. Passionate about computer literacy and academic excellence

Supervisor: Director of Training

Job duties/responsibilities

1. Coordinate training with the Training Coordinator and/or Employment Navigator
2. Plan lessons and activities that facilitate the student's acquisition of basic and advanced computer skills
3. Teach computer courses in Microsoft Office 365 and any other related courses
4. Advise student(s) on appropriate curriculum
5. Establish and maintain professional relationships with students and colleagues
6. Design or modify course curriculum/materials, ensure assessments and evaluations are completed
7. Evaluate and report student progress to the Post-Secondary Program Coordinator
8. Encourage the development of communication skills



9. Must have the ability to function well in a team setting and must be able to work in community setting(s)
10. Ability to exercise good judgement and focus on detail as required
11. Attend professional development sessions as required

Relationships

Internal

1. Interacts and reports directly to the Director of Training.
2. Works closely with Training Department staff on a daily basis
3. Works directly with course participants on daily basis.
4. Interact with other staff within Seven Generations Education Institute

External

1. Liaison with the Elders and community leaders.
2. Other stakeholders as required

Working conditions

- Extensive travel may be required to communities in the region and other campus locations.
- Work indoors in shared office setting with occasional exposure to moderate levels of noise.
- On rare occasions may be exposed to behaviourally difficult students or members of the public.
- Normally a seven (7) hour workday, with occasional requirement for overtime during periods of higher demand, which can include evenings and weekends.
- Occasional lifting of up to 10 lbs required.
- Extended periods of sitting at a desk, with the ability to change positions.
- Nature of work requires a moderate degree of manual dexterity while working at a computer with requirements for both speed and accuracy.

Conditions of Employment

- Provision of a Satisfactory Vulnerable Sector Check
- Must possess valid Class 'G' Driver's license and have access to reliable transportation.