Employment Opportunity

Position: Post-Secondary Instructor-Business

Location: Rainy Lake Campus, In-person or remotely

Start Date: January 2027

Deadline: November 13, 2026

Duration: Part-Time, Fixed-Term anticipated until April 2027

Wage: $90.00/hour for instructional time, $45.00/hour for professional development

---

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 is preferred.**

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 Tim Windigo, Post-Secondary Program Coordinator at timw@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.

Business Instructor

Job Description

General description

The Business Instructor will be responsible for teaching a range of business courses within a post-secondary program, with a focus on creating an engaging and effective learning experience. Courses may be delivered in person, online, or through a blended format, and some evening or weekend instruction may be required based on program needs. The instructor will be responsible for guiding, supporting, and evaluating students in assigned business subject areas. This role operates within an established academic framework and schedule and involves close collaboration with the Program Coordinator to ensure high-quality program delivery.

Qualifications and skills requirements

1. Completion of a three-year post-secondary diploma or degree in a field relevant to the courses being taught.
2. Bachelor of Education, Master's degree, or professional certification, in a related discipline is preferred.
3. Minimum five years of relevant work experience in the subject area preferred.
4. Previous experience in providing instructional services is preferred.
5. Understanding of Anishinaabe and shared histories, and the historical context, with respect to current issues.
6. Proven track record working with Anishinaabe students, community members, communities and organizations within Treaty #3.
7. The ability to instruct courses while centering Anishinaabe ways of knowing and doing as well as cultural safety required.
8. A personable and assertive approach in the promotion of programs and courses.
9. Experience in preparing and modifying lesson plans, assignments, and tests.
10. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
11. Must have demonstrated the ability to interact effectively with colleagues and students.
12. Must be able to manage time effectively and efficiently.
13. Excellent teamwork and team building skills.
14. Must have a high degree of resourcefulness, flexibility, and adaptability.
15. Must have working knowledge of Microsoft 365, Teams, Zoom, Brightspace D2L, etc.
16. Knowledge of Anishinaabemowin is considered an asset.
17. Ability to adapt teaching strategies to support diverse learning needs.
18. Awareness of the duty to accommodate, including modifying instruction for students with learning or other disabilities, is an asset.
19. Demonstrated adaptability, openness to learning, and willingness to embrace change.

Supervisor: Post-Secondary Program Coordinator

Job duties/responsibilities

1. Develop course syllabi, as well as course content and lessons for the courses assigned, according to the course outlines provided.
2. Design, modify, and deliver curriculum, and assessments based on course learning outcomes in order to ensure that all learners have the best possible opportunity for success.
3. Work collaboratively with Faculty of Anishinaabe Gikendaasowin and Anishinaabe Izhichigewin Associate Director of Post-Secondary Education to ensure that course delivery is centring Anishinaabe ways of knowing and doing.
4. Must be able to work with the Accessibility Coordinator to meet student accommodation and modification needs for various aspects of program delivery.
5. Work collaboratively with the Faculty of Anishinaabe Gikendaasowin and the Anishinaabe Izhichigewin Associate Director of Post-Secondary Education to ensure that course delivery is centering Anishinaabe ways of knowing and doing.
6. Collaborate with the Accessibility Coordinator to meet student accommodation and modification needs for various aspects of program delivery.
7. The instructor will be responsible for delivering lectures, planning lessons, assignments, and administering tests/assessments to evaluate students' learning and success.
8. Track and record student attendance and grades in Brightspace D2L to keep students informed on their progress.
9. Manage in-person and virtual classrooms, fostering a positive learning environment and upholding SGEI and partner policies.
10. Set clear expectations and ensure fair and consistent treatment of all students.
11. Maintain professional relationships with students, colleagues, partners, and the public.
12. Meet with students to discuss progress and problems and come up with possible solutions to the student's progress (academic tutoring).
13. Monitor and report student progress to the Program Coordinator as required.
14. Participate in meetings and instructor training when required.
15. Support students in developing foundational skills and competencies.
16. Work effectively in team and community-based settings.
17. Exercise sound judgment and attention to detail.
18. Follow SGEI's strategic priorities, policies, procedures, and relevant legislation.
19. Perform other duties as assigned.

Relationships

Internal

1. Reports to and interacts with Program Coordinator.
2. Responds to and interacts with the Faculty of Anishinaabe Gikendaasowin.
3. Responds to and interacts with students and other instructors.
4. Provides information as directed and interacts with Post-Secondary Registrar.

External

1. Interact with community partners as required.
2. May interact with members of the public on occasion.

Working conditions

- Incumbent works indoors in climate-controlled conditions.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.

- Hours vary based on operational requirements with occasional evening or weekend commitments.
- May be required to conduct site visits at community agencies for evaluation of student placements as applicable to program.
- Occasional travel may be required for events that require SGEI's representation.
- The position requires a high degree of concentration for extended periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.
- Occasional lifting of up to 10 lbs. required.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check.
- Valid Ontario class 'G' driver's license.