

## **JOB OPPORTUNITY – Faculty Secondment**

### **Faculty Development Advisor**

#### **The Teaching & Learning Centre**

**Location:** Newnham Campus (currently working virtually)

**Position Type:** Full-time Faculty Secondment

**Application Closing Date:** March 31<sup>st</sup>, 2021

#### **Position Summary:**

The seconded full-time faculty member will work in the Teaching & Learning Centre to promote faculty development and support faculty teaching needs. The incumbent assists with the development, delivery and assessment of Teaching and Learning Centre programming in one or more of the following areas: teaching strategies, assessment, use of technology, online education and inclusive teaching. The incumbent works together with faculty and facilitates a variety of professional learning opportunities.

#### **Responsibilities:**

Reporting to the Director of Teaching & Learning, the faculty member provides a range of services to support the activities of the Teaching & Learning Centre:

#### **Teaching:**

- Facilitates training (e.g., workshops, short courses, seminars, one-on-one appointments) on course learning outcomes, teaching strategies, Blackboard essentials, course development, assessment strategies, technology-enhanced learning in response to identified needs of faculty across all programs;
- Incumbent assists with organizing professional development events related to teaching and learning such as T&L Days, Academic Forum, New Faculty Orientations and T&L conferences.

#### **Course and Curriculum Development:**

- Designs, promotes, implements and evaluates courses within the Faculty Development Program;
- Assists faculty in instructional design of web-enhanced, hybrid and fully online courses;
- Assists faculty with selection and inclusion of accessible technology and the implementation of UDL;

- Provides expertise for the development of professional learning online modules;
- Facilitates research on a range of teaching-related issues and disseminates the results.

#### **Academic Leadership:**

- Participates in the onboarding activities for new faculty;
- Facilitates collaborative inquiries with faculty members;
- Works collaboratively with the Teaching and Learning team, and colleagues in ITS, Libraries, LED and Program Quality;
- Represents Seneca in the educational community through the presentation of work at conferences and/or in professional publications.

#### **Qualifications:**

##### **Experience:**

- Has a minimum of five (5) years of classroom teaching experience;
- Experience in writing learning outcomes and new course development;
- Has a strong foundation in teaching, learning, assessment, technology-enhanced learning and inclusive practices.

##### **Skills:**

- Extensive presentation and facilitation skills along with strong written communication skills;
- Excellent interpersonal skills;
- Ability to work as a member of a team and independently;
- Openness to evidence-based teaching practices and a lifelong learning mindset;
- Demonstrated leadership, initiative, enthusiasm, and creative approaches to teaching and learning;
- Demonstrated ability to effectively manage multiple projects at a time, meeting project goals and deliverables;
- Familiarity with and knowledge of Seneca policies and procedures that impact teaching and learning support.

#### **Note:**

A teaching/facilitating demonstration will be required during the recruitment process.

**To Apply:** Please send your **cover letter, resume, and list of attended T&L PD** via email [TLCSecondment@Senecacollege.ca](mailto:TLCSecondment@Senecacollege.ca) addressed to Amy Lin, Director of The Teaching & Learning Centre.

**We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.**