



Employment Opportunity

Curriculum Developer – Transition Program (Pilot)

Job Title: Curriculum Developer

Department: Yellowquill University College

Location: 480 Madison Street, Winnipeg

Hours of Operation: 8:30 a.m. - 4:30 p.m.

Reports To: Director of YQUC

Application Deadline: April 30, 2021

POSITION SUMMARY:

Yellowquill University College (YQUC) is hiring a Curriculum Developer who will be responsible for creating an instruction manual for the Transition Program, aimed to ready learners for other academic programs which includes, but is not limited to, life skills, navigating systems, academic upgrading, cultural awareness. In order to design and implement an instruction manual that provides students with a high quality of education this process will include collaborating with instructors and administrators on the most effective learning materials for students. You will also be required to research and incorporate current trends and data into the manual.

DUTIES & RESPONSIBILITIES:

- Create an instruction manual guide for a transition program that will aid in student success
- Incorporate a variety of topics (study skills, life skills, resources, First Nations components, etc.) into the manual that is appropriate for our learners
- Include technology such as webinars, podcasts, and other web-based training tools into their instructional manual
- Design detailed educational curricula including topics, outcomes, dates, and number of hours required per course
- Create engaging course content using videos, quizzes, activities, etc.
- Set learning objectives for each course/module
- Determine and create evaluation criteria
- Organize and create physical and digital resources for instructors and trainees
- Create and provide manuals and guidelines on how to use the manual and online training material
- Attend all meetings as required
- Other relevant duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in Education, or related discipline
- Relevant experience or education
- Must have experience working in a First Nation organization
- Experience working in an educational institute would be an asset
- A combination of education and experience may be considered
- Knowledgeable on community resources that students may require

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the Manitoba Education Middle Years curriculum
- Ability to skillfully use Microsoft Office
- Strong written, presentation, and interpersonal communication skills
- Excellent computer skills and experience working with Microsoft Office 365 and related apps
- Knowledge of copyright and trademark rules for writing and delivering content
- Advanced organizational skills
- Ability to develop original and appropriate documents
- Ability to write clear instructions
- Ability to research, compile information, and prepare documents
- Creative and inspiring manner
- Ability to analyse and solve problems
- Ability to work efficiently as part of a team as well as independently
- Superior organizational, time management, and prioritizing skills
- Attention to detail in all areas of work

CONDITIONS OF EMPLOYMENT

- Valid Manitoba Drivers License
- Access to a reliable vehicle
- Ability to travel when required

WORKING CONDITIONS

- Tight deadlines
- Office setting
- Overtime/travel as required
- Salary will be based on a combination of education and experience

Deadline for applications is April 30, 2021

Applications should be mailed or emailed to:

Bobbi Pompana
Director, Yellowquill University College
480 Madison Street
Winnipeg, Manitoba R2J 1J1
ycdirector@yellowquill.org