

Job Posting

Data Analytics Programs, Division of Continuing Studies

Position: Subject Matter Expert (SME) & Course Developer, DAMS 301: Business Intelligence and Data Analytics Fundamentals

Posting Date: May 1, 2026

Closing Date: ongoing until filled, submission deadline June 15, 2026

Format: Online

TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

POSITION SUMMARY

The Division of Continuing Studies at the University of Victoria invites expressions of interest for a Subject Matter Expert (SME) to develop [DAMS 301: Business Intelligence and Data Analytics Fundamentals](#), a core course within the Diploma and Certificate in Data Analytics programs. The successful candidate will bring strong applied knowledge of business intelligence and data analytics and will contribute to the design and development of an engaging, industry-relevant online course for adult and non-traditional learners.

COURSE DESCRIPTION

Business Intelligence and Data Analytics Fundamentals

This course introduces foundational concepts, tools, and practices in business intelligence and data analytics. Participants will explore the fundamentals of data collection, analysis, and use to support organizational decision-making. Topics include data literacy, data visualization, key analytics techniques, and the role of business intelligence in strategic and operational contexts. Learners will develop practical skills in interpreting data, communicating insights, and applying analytics concepts to real-world business scenarios, primarily using Microsoft Excel for foundational analysis and visualization.

QUALIFICATIONS

- Master's degree in a relevant field (e.g., Business Analytics, Data Analytics, Information Systems) or an equivalent combination of education and professional experience
- Demonstrated industry experience using data to support business decision-making, including communicating insights to interest-holders
- Strong working knowledge of Microsoft Excel for data analysis (e.g., formulas, pivot tables, basic data visualization)
- Familiarity with business intelligence and data visualization tools such as Power BI or Tableau (introductory level is sufficient)

- Foundational understanding of data concepts (e.g., data cleaning, data interpretation, simple metrics); familiarity with SQL or Python is considered an asset but not required
- Ability to translate technical concepts into clear, accessible learning for non-technical audiences
- Excellent interpersonal, communication, and facilitation skills
- Experience in course development, training, or instructional design (asset)
- Experience teaching or working with adult or non-traditional learners (asset)
- Strong understanding of equity, diversity, and inclusion (EDI), with the ability to apply inclusive and accessible teaching practices
- Ability to work independently, manage timelines, and collaborate effectively with a development team
- Familiarity with Universal Design for Learning (UDL) principles is considered an asset.

KEY DUTIES/RESPONSIBILITIES:

- Develop a comprehensive course blueprint aligned with approved learning outcomes, including topics, assessments, learning activities, schedules, and rubrics
- Design and develop engaging online course content, incorporating applied learning and real-world case examples
- Select and integrate current, high-quality learning resources (e.g., articles, datasets, tools, multimedia)
- Ensure alignment between learning outcomes, activities, and assessments
- Collaborate with the curriculum and online development team to structure course content for effective online delivery
- Apply adult learning principles and inclusive design approaches in course development
- Revise course materials based on feedback and curriculum review processes
- Adhere to established timelines and curriculum development standards.

PAY RATE

The stipend for course development is **\$7,000 (CAD)**.
(Instructional opportunities may be available separately.)

APPLICATION PROCEDURE

Please submit a cover letter and current resume (in PDF format), highlighting your area of expertise relevant to the course mentioned above, along with any experience in course development and teaching (if applicable). Kindly send your documents to **Ash Moosavi**, Program Coordinator at bidacoord@uvic.ca.

EQUITY AND DIVERSITY STATEMENT

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#).