

## Job posting

**Position:** Online course developer

**Closing Date:** Posting will remain open until all positions are filled

**Stipend:** \$7,000 plus 4% vacation pay

**Location:** Online

Continuing education has been an integral part of the University of Victoria since its inception in 1963. Today, the Division of Continuing Studies (DCS) provides adult and continuing education programming in co-operation with UVic faculties and community partners. We offer a comprehensive portfolio of programs in a range of academic disciplines, using diploma, certificate, degree and other programming models to serve adult, part-time, international and geographically dispersed students.

### **Position summary:**

The Division of Continuing Studies at the University of Victoria is seeking an experienced professional to develop a self-paced online course on **Bidding and Estimating for the Trades**. This course will be offered as both a stand-alone registration option, and will be an elective course within the new **Certificate in Trade and Construction Management**.

### **Bidding and Estimating for the Trades**

Course Description: Provides trades professionals with the foundational skills needed to prepare accurate bids and estimates for projects. Participants will learn how to assess project requirements, calculate material and labor costs, and develop competitive bids that reflect both market standards and business sustainability. The course will focus on the language and terminology of bidding, the roles of general contractors and subcontractors, cost estimating and pricing strategies, bid decision-making tools, understanding evaluation criteria, and effectively writing and preparing the components of a compliant bid package.

### **Qualifications:**

- Demonstrated expertise in course subject area required;
- Previous course development or teaching experience (designing content for a course, training or presentation) is an asset
- Experience with adult or non-traditional learners is considered an asset;
- Experience developing or delivering training or educational content, preferably in an online format is an asset;
- Familiarity with online learning platforms and instructional design principles is an asset;
- Ability to work independently and meet deadlines is required.

**Key duties/responsibilities:**

- From the approved description and outcomes, design and develop course content, including modules, assessments, and multimedia materials via a course blueprint and materials;
- Ensure course materials reflect current industry standards, terminology, and practices;
- Collaborate with instructional designers to structure content for online delivery;
- Incorporate adult learning principles and Universal Design for Learning (UDL) strategies;
- Incorporate edits to materials after curriculum validation check-points;
- Participate in meetings with the program team during the development process.

**How to apply:**

Please submit CV and indicate course(s) of choice to:

Miranda Angus, Director

Business and Technology Programs, Division of Continuing Studies, University of Victoria

Email: [mangus@uvic.ca](mailto:mangus@uvic.ca)

**Territory Acknowledgement**

Consistent with UVic's values, we acknowledge and respect the Lək'wəḡən (Songhees and X'wsepəm/Esquimalt) Peoples on whose territory the university stands, and the Lək'wəḡən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

**Equity statement**

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#).