

## 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 **Project Planning, Management, and Scheduling**. 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**.

### **Project Planning, Management, and Scheduling**

Course Description: Develops the applied knowledge and skills required to plan, organize, and oversee construction and trade projects of varying scope and complexity. Emphasis is placed on developing comprehensive project management plans that integrate project scope, resource allocation, budgeting, scheduling, and risk management using industry-recognized tools and methodologies. Learners will gain hands-on experience with MS Project for scheduling and resource management, and Procore for collaborative project tracking and documentation. Students will practice developing and interpreting project schedules, identifying and mitigating risks, tracking progress and timelines, and applying strategies to keep projects on time and within budget. Case studies and applied exercises will reinforce skills in project monitoring, reporting, and stakeholder communication, preparing learners to manage projects effectively in dynamic and risk-sensitive construction environments.

### **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 Lək̓ʷəŋən (Songhees and X̱wsep̓səm/Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən 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](#).