University of Victoria

Division of Continuing Studies | Business, Science, and Technology Programs
PO Box 1700 STN CSC Victoria British Columbia V8W 2Y2 Canada
T 250-721-8779 | F 250-721-8774 | uvcsprogramdev@uvic.ca | continuingstudies.uvic.ca

Job posting

Position: Online course developer
Closing Date: Posting will remain open until the pool is 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 currently seeking an experienced online course redeveloper for the following course: **Business Writing (BMBA 110)**

This course is a required course in the following programs:

- Business Administration (certificate and diploma)
- Business Communication (micro-credential)

As well as an elective course in:

Digital Marketing (diploma)

Current Course Description: This course prepares you to become a better workplace communicator. You will focus on ways to strategically plan, format, and send business messages — presentations, letters, e-mails, proposals, and more — leading to better efficiency and efficacy on the job.

Those wishing to assess and add to their business writing skills will find this course a confidence builder. Developing the self-assurance to communicate effectively in the workplace will be the main goal, and you will benefit from the practical approach to building these skills. You will identify the characteristics of effective communication and learn how to successfully critique business documents.

You will also have at least one other goal, and that is to improve your confidence in your ability to communicate effectively. In a business environment, egos and professional reputations are on the line, and people often feel threatened. The result is either poor communication, or no communication at all. Being an effective business communicator has many advantages and rewards. Some are financial, and others relate to your emotional well being. It is important to recognize that communicating in your job is key to not only your success, but also to your enjoyment and your perception of acceptable self-worth in the workplace.

Upon completion of this course, learners will be able to:

- introduce and apply a repeatable writing process that can be applied to all business communication challenges including all business-related use of social media,
- identify and apply business writing characteristics that support clear, concise messaging and eliminate interference,
- develop and apply planning, organizational, and editing strategies for specific types of written business messages, and
- review and apply the principles and elements of specific business writing formats such as presentations, letters, e-mails, proposals, resumes, and recommendation letters.

Qualifications:

- Demonstrated expertise in the subject area.
- Previous course development or teaching experience (designing content for courses, training, or presentations) is an asset.
- Experience working with adult or non-traditional learners is an asset.
- Experience developing or delivering training or educational content, preferably online, 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:

- Design and develop course content, including modules, assessments, and multimedia materials, based on the approved description and outcomes (to be revised by program area).
- 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.
- Revise materials following curriculum validation checkpoints.
- Participate in meetings with the program team during the development process.

How to apply:

Please submit CV to:

> Catherine Ross, Program Coordinator
>
> Business, Science, and Technology Programs, Division of Continuing Studies, University of Victoria
>
> Email: clhender@uvic.ca

Territory Acknowledgement

Consistent with UVic's values, we acknowledge and respect the Lək̓ʷəŋən (Songhees and Xʷsepsəm/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.