

## **Job description**

### **Diploma in Health Information Management – Live-Online Instructor**

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We have an exciting and challenging opportunity for an experienced professional to join our Career Programs faculty.

Ashton College is a post-secondary educational institution located in downtown Vancouver. Our mission is to offer outstanding career training programs and courses to our students. Quality control and high standards are paramount to all aspects of our operations.

**We are seeking an instructor to develop and teach our Diploma in Health Information Management courses to be delivered LIVE online using our web conferencing platform.**

Our instructors have a passion for their field or industry, as well as an eagerness to share their professional knowledge. If this sounds like you, you may want to consider teaching at Ashton College.

#### **Responsibilities:**

- Creating and delivering instructional content as per curriculum, meeting learning objectives
- Leading interactive lectures and discussions
- Fostering interaction among students
- Administer all assessments
- Grade and check work, projects, and quizzes in a timely fashion according to guidelines
- Follow procedures for administering, recording grades, and filing assessments
- Maintain Attendance records
- Providing students with resources and support
- Attend faculty meetings and training sessions

#### **Qualifications and Education:**

- Instructors must have an appropriate combination of education, occupational experience, and teaching experience as follows:
- Fluent in English.
- Experience teaching online in a LIVE webinar setting, leading interactive lectures and discussions.
- Excellent verbal and written communication skills
- A confident, engaging, enthusiastic, and dynamic presenter
- For designated trade programs, an appropriate trade qualification
- At least 2 years of experience in the field of instruction
- Knowledge of Zoom and online learning systems

#### **Skills/ Competencies:**

- Teamwork
- Accountability
- Communication
- Planning and organizing
- Problem-solving

**This is a part-time contract position. The length of each contract position is determined by the length of the course that the instructor is teaching.**

Please submit your application at [jranauta@ashtoncollege.ca](mailto:jranauta@ashtoncollege.ca)

Job Types: Part-time, Casual

Pay: \$40.00-\$60.00 per hour