

## **Job description**

### **Red Seal Exam Prep, Baker – Live-Online Instructor**

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We have an exciting and challenging opportunity for an experienced professional to join our Continuing Education team.

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

**We are seeking an instructor to develop and teach a Red Seal Exam Prep- Baker course 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 LIVE webinar setting, leading interactive lectures and discussions.
- Excellent verbal and written communication skills
- A confident, engaging, enthusiastic, and dynamic presenter
- For designated programs, an appropriate trade qualification
- At least 2 years 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: \$50.00-\$60.00 per hour