

# JOB POSTING

**Date:** October 13, 2022

**Competition:** #22-95A

---

## APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

**Position:** Instructor

**Division:** Emergency Management Division

**Location:** New Westminster Campus

**Reporting To:** Program Manager, Credential Programs

---

### Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

### Position Summary:

This position is primarily responsible for the preparation and instruction of on-campus and online diploma, degree and post-baccalaureate diploma courses in the Emergency Management Division of the JIBC. The instructor will also advise program students; support term-based course preparation in support of other instructors; and serve as a primary point of contact for current on-campus post-baccalaureate diploma in disaster management program students.

### Primary Responsibilities:

#### Instructional Delivery

- Instructs on-campus and online diploma, degree, and post-baccalaureate courses, which may include lecturing, leading classroom activities, grading assignments, moderating student discussions, and other pedagogical activities;
- Supports other instructors in the delivery of diploma, degree, and post-baccalaureate diploma courses;
- Works with divisional staff on the delivery of program-related activities and events (e.g., work-integrated-learning experiences, research days);
- Serves as an on-campus primary point of contact for students in the post-baccalaureate diploma of disaster management program;
- Provides guidance to students on program progression;
- Identifies at-risk students and directs them to the appropriate Student Support Services.
- Participates in Emergency Management Division (EMD) meetings as required;

## **Curriculum Development**

- Supports the term-based preparation of courses which may include reviewing, editing, writing, and developing course materials;
- Engages with divisional staff and Centre for Teaching, Learning, and Innovation (CTLI) in maintaining and updating course materials in Blackboard and other online course delivery programs;
- Supports program staff with course materials, preparation, logistics and follow-up;
- Participates as a subject matter expert on curriculum projects across all Emergency Management Division (EMD) courses and programs;
- Participates in program reviews and quality assurance planning.

## **Other Duties**

- Supports divisional research projects;
- Supports faculty instructor development activities;
- Attends internal meetings;
- Attends online and in-person conferences and tradeshow;
- Remains current in emerging topic areas of emergency management, disaster risk reduction, security management, and adult education;
- Other duties as required and/or assigned.

## **Qualifications & Requirements:**

### **Academic**

- Master's degree is required with preference in the fields of emergency/disaster management, business continuity, security, or other related fields;
- BC Instructors certificate or equivalent preferred.

### **Other Knowledge/Training**

- Five plus (5+) years in either emergency management, security management, and/or disaster risk reduction
- Knowledge of adult education principles and of curriculum development models;
- Demonstrated instructional skills;
- Familiarity with learning technologies, and various supervision models;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications (Word, Outlook, Excel and PowerPoint), Blackboard and Collaborate, web browser applications, use of mobile devices;
- Demonstrated interpersonal skills and the ability to build strong relationships and work in a team environment, combined with a positive energetic and enthusiastic attitude;
- Excellent organizational and problem-solving skills, with a proven ability to work under pressure while responding to students' requests;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills;
- Demonstrates proficiency with maintaining documentation and record keeping;
- Demonstrated project management skills.

**We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.**

---

**Salary Range:** \$78,195 - \$86,884 per annum (Fair Comparison Job Level P3)

**Posting Date:** October 13, 2022

**Closing Date:** Open until filled

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #22-95A via email to: People & Culture at [hr@jibc.ca](mailto:hr@jibc.ca).

For more information about this position, please contact:

Bettina Williams, Program Manager, Emergency Management Division ([bwilliams@jibc.ca](mailto:bwilliams@jibc.ca)).

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

