



**Part-time Curriculum Developer – Online Courses (BUS 201900365)**

**Lawrence Kinlin School of Business**

**Faculty of Business, Information Technology and Part-time Studies**

**Location:** London

**Employment Group:** Faculty

**Pay Details:** \$42.73 per hour

**Closing Date:** Open Until Filled

**Note:** This is a temporary part-time Faculty position starting March 2020 and ending the end of August 2020.

The Lawrence Kinlin School of Business is accepting applications for the position of Part-time Curriculum Developer - Online Courses. The Curriculum Developer is responsible for working with professors to convert face-to-face courses into online courses which are reflective of best practices in quality online course design.

**QUALIFICATIONS**

- Master's degree in Education with a focus on adult education is preferred
- Minimum 3 years extensive experience in online curriculum development, course design, universal design in learning and assessments
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Knowledge of current educational technological trends and applications
- Experience with instructional design and converting existing course for online learning
- Experience in project planning/mentoring, life cycle, strategic/requirements analysis, design definition and solution evaluation
- Excellent interpersonal, communication, time management and organizational skills to coordinate and carry out long-term projects with minimum supervision, and the ability to handle numerous tasks simultaneously
- Project planning (e.g. course redesign) with the intended outcome at end of project being completed online courses
- Understanding of adult education principles
- Strong technical/computer skills and familiarity with educational technologies are required
- Able to communicate with peers, project teams, clients, subordinates and senior management
- Provide instruction and support for faculty (subject matter experts (SME)) to facilitate the creation and modification of course materials usually for online courses
- Work collaboratively with SME to develop face -to-face courses to online
- Design and create instructional materials using current educational technologies and methodologies in conjunction with faculty and staff
- Maintains currency in the online instruction design field; researches new technologies and concepts to identify best practices, and investigates and adopts appropriate resources that enhance online course design and delivery

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

**PLEASE SUBMIT YOUR COVER LETTER AND RESUME VIA EMAIL (quoting Competition No. BUS 201900365) TO:**

Lisa Schwerzmann

Associate Dean, Lawrence Kinlin School of Business  
Fanshawe College  
Email: [lschwerzmann@fanshawec.ca](mailto:lschwerzmann@fanshawec.ca)

**We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.**

**Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process.**

**If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**