



## **Contract Instructor, Library & Information Technology Program (Term Contract)**

We are seeking contract instructors to teach in the Library and Information Technology program. Course topics include records management, archives, communications, school libraries, and multimedia. Our diploma program also provides three in-person field placement courses that can be completed in a wide range of library settings. These field placements require instructors to provide oversight and mentorship to students in collaboration with site supervisors.

**COURSE INSTRUCTION:** Our courses are delivered **online and asynchronously** through LEARN.

**POSITION LOCATION:** Remote instruction – the instructor must reside in Manitoba.

**SALARY:** \$35.57 - \$36.88 / hour. Each course provides a set instructional load per student. The instructional hours typically range from **3 to 6 hours per student**.

**INSTRUCTOR DUTIES:** Instructors are responsible for providing engaging online instruction, mentoring and supervising students during field placements, conducting formative and summative evaluations, advising students, maintaining accurate records, and carrying out other professional duties related to course delivery and student success.

### **REQUIRED QUALIFICATIONS**

- Master of Library Science
- Recent and relevant library experience (5 years minimum)
- Strong verbal and written communication skills
- Excellent interpersonal skills with the ability to use conflict resolution techniques to facilitate positive outcomes
- Strong presentation skills
- Able to teach remotely
- Able to work independently as well as in small group settings
- Demonstrated experience using Microsoft Office Suite
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## **ASSET QUALIFICATIONS**

- Experience developing curriculum and instructing at a post-secondary level
- Certificate in Teaching for Learning or Adult Education

## **COURSES INCLUDE:**

- Business Computing
- Canadian Government and Contemporary Canadian Issues
- Cataloguing: Introduction, Dewey Decimal Systems, Library of Congress, and Multimedia Resources
- Collection Development and Acquisitions
- Communications 1, 2, and 3.
- Field Placements 1,2, and 3.
- Human Behaviour in Organizations
- Internet Research
- Introduction to Libraries
- Introduction to Reference
- Issues in Libraries
- Marketing the Library & Information Services
- Multimedia Services
- Readers' Advisory for Adults, Children, and Young Adults
- Records Management/Archives and Preservation
- Reference: Science & Technology and Social Sciences and Humanities

## **APPLICATION PROCESS:**

Interested candidates are invited to submit their application through the following link:  
[Continuing Education Instructor Application](#)

Please note the courses you are qualified to teach in your application.

## **QUESTIONS:**

For questions regarding the Library and Information Technology instructor posting and available opportunities, please contact:

**Candace Rea, Chair**  
**[cprea@rrc.ca](mailto:cprea@rrc.ca)**

*"RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis. We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives."*