



Contract Opportunity

Curriculum Developer – Bachelor of First Nations Studies

Job Title: Curriculum Developer Contract

Department: Yellowquill University College

Location: 480 Madison Street, Winnipeg

Hours: Contract

Reports To: Director of YQUC

Application Deadline: July 22, 2021

POSITION SUMMARY:

Yellowquill University College is developing a three-year Bachelor of First Nation Studies (similar to a BA but with a focus of First Nation Studies). We require a Curriculum Developer who will be responsible for researching, developing, and organizing content and instructional resources for 60 credit hours/20 courses. In order to design and implement course material which provides students with a high quality of education, a strong knowledge base on First Nation historical and current issues is required.

TERMS OF REFERENCE:

The Curriculum Developer for the Bachelor of First Nations Studies will create a curriculum for two years of the three-year diploma program. This Bachelor program is aimed to introduce and then immerse learners to a variety of topics related to First Nations' culture, heritage, and language. This process will include collaborating with instructors and administrators on the most effective and appropriate learning materials for students. This curriculum guides will support and work in conjunction with the first-year courses that have previously been developed.

DUTIES & RESPONSIBILITIES:

- Create a curriculum document for the Bachelor of First Nations Studies degree program
- Incorporate a variety of topics (traditions, history, culture, art, etc.) into the curriculum that is appropriate and engaging
- Include technology such as webinars, podcasts, and other web-based training tools into the curriculum
- Design detailed educational curricula including topics, outcomes, dates, and number of hours required per course
- Create engaging course content using a variety of methods
- Set learning objectives for every course
- Determine and create course work and evaluation criteria
- Organize and create physical and digital resources for instructors and trainees
- Create and provide manuals and guidelines on how to use the curricula
- Attend all meetings as required
- Other relevant duties as assigned

QUALIFICATIONS:

- Masters Degree in Education or First Nations Studies, or related discipline/experience
- Relevant experience or education
- Must have experience working in an educational institute
- Experience working in a First Nation organization would be an asset
- A combination of education and experience may be considered
- A strong knowledge-base of First Nations history and current issues

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the design and implementation of post-secondary curriculum
- Ability to skillfully use Microsoft Office
- Strong written, presentation, and interpersonal communication skills
- Excellent computer skills and experience working with Microsoft Office 365 and related apps
- Knowledge of copyright and trademark rules for writing and delivering content
- Advanced organizational skills
- Ability to develop original and appropriate documents
- Ability to write clear instructions
- Ability to research, compile information, and prepare documents
- Creative and inspiring manner
- Ability to analyse and solve problems
- Ability to work efficiently as part of a team as well as independently
- Superior organizational, time management, and prioritizing skills
- Attention to detail in all areas of work

CONDITIONS OF EMPLOYMENT

- Valid Manitoba Drivers License
- Access to a reliable vehicle
- Ability to travel when required

Deadline for applications is July 22, 2021

Resumes and two letters of reference should be mailed or emailed to:

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