



Posted June 17, 2020

## Leadership Workshop Facilitator

Number of positions	1
Contract	August 2020 - June 2021
Salary	\$26.27/hour
Approximate hours	Up to 50 hours per term

GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. We are currently seeking a “Leadership Workshop Facilitator” to deliver workshops under our popular [Leadership Essentials workshop series](#). This workshop series provides graduate students with an introduction to key leadership concepts that they can practice in graduate school and the workplace. If you would like to expand your teaching experience and have an expertise in leadership, we encourage you to apply to join the 2020-21 GradProSkills Team.

### Requirements:

- **MUST** be a graduate student, enrolled in a Concordia graduate program from September 2020 to April 2021.
- Have academic studies in leadership and/or industry leadership experience.
- Experience teaching or facilitating group discussions with adults in a multicultural setting.
- Knowledge of different teaching methodologies, particularly in an online environment.
- Completion of the [Graduate Seminar in University Teaching](#) is highly desirable.
- Excellent written and spoken communication in English.
- Strong organizational skills and time management skills to work independently from home.
- Flexibility in terms of schedule.
- Demonstrated ability to perform professionally both independently and in a team environment.
- Working knowledge of Concordia’s online training tools, notably Zoom and Moodle.
- Familiarity with Concordia’s student services and the GradProSkills program.
- Willingness to work on other GradProSkills events/activities as required.

### Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, July 6, 2020 at 11:59pm.**
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: [gradproskills-jobs@concordia.ca](mailto:gradproskills-jobs@concordia.ca). **Please use the position title as the subject.**
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before July 31, 2020.**
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.