Business Skills Workshop Leader

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 recruiting “Business Skills Workshop Leaders” to develop and deliver our Business Essentials workshops. These workshops provide an introduction to accounting, marketing and human resources principles. If you would like to expand your teaching experience and have an expertise in business administration, we encourage you to apply to join the 2019-20 GradProSkills Team.

Requirements:

- **MUST** be a graduate student, currently enrolled in a Concordia graduate program and continuing in program until April 2020.
- Have academic studies or industry experience in either marketing, accounting or human resources.
- Experience teaching or facilitating group discussions with adults in a multicultural setting.
- Knowledge of lesson plan development and different teaching methodologies.
- Completion of the Graduate Seminar in University Teaching is highly desirable.
- Excellent written and spoken communication in English.
- Strong organizational skills and flexibility in terms of schedule and organization of work.
- Demonstrated ability to perform professionally both independently and in a team environment.
- 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, April 15, 2019 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. 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 May 31, 2019.
- 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.