

Job title: Professional Skills Workshop Facilitator

Number of positions:	One (1)
Contract type:	Casual-Professional
Contract date:	July 15, 2026 – July 30, 2027
Approximate hours:	150-200 hours total
Salary:	\$35/hour
Application deadline:	Sunday, June 14 at 11:59 PM

GradProSkills is seeking to hire one (1) graduate student to deliver professional skills workshops, namely, fundamentals of leadership and project management. If you are looking to expand your teaching and facilitation experience and have experience in leadership and project management, we encourage you to apply to join the 2026-27 GradProSkills Team.

Primary responsibilities:

Professional Skills Workshop Facilitators play a crucial role in updating and delivering our workshops, focusing on leadership, collaboration, and project management skills. They ensure the workshop materials and resources remain current, inclusive, relevant and aligned with the GradProSkills standards.

Responsibilities include:

- Update and facilitate existing workshop materials, ensuring high-quality content and relevance to graduate students, and develop new content if needed.
- Facilitate workshops using interactive, active learning and skill-sharing approaches.
- Share workshop materials with participants and Workshop Hosts, while maintaining an up-to-date materials repository on SharePoint
- Promote GradProSkills workshops, events and resources, while contributing to the program's continuous improvement.
- Collect and incorporate participants' feedback when reviewing and revising workshop materials.
- Debrief with GradProSkills administrative staff as requested and maintain timely and consistent communication with the team.
- Demonstrate professionalism, accountability and reliable follow-through on assigned tasks and responsibilities.
- Participate in monthly team meetings and occasional team check-ins.

Requirements:

Applicants must:

- **Be a graduate student enrolled in a Concordia graduate program from July 2026 to August 2027 and be in good academic standing.**
- Have academic and/or industry experience where you demonstrated leadership qualities.
- Bring project management knowledge and experience.
- Have experience facilitating adult learning in diverse and multicultural environments.
- Possess knowledge of lesson planning and effective teaching methodologies in both online and in-person settings
- Be comfortable providing constructive feedback and guidance on students' leadership development and professional growth.
- Demonstrate strong interpersonal, facilitation and group engagement in a leadership-focused learning environment.
- Possess strong proficiency in using Concordia's online tools, particularly Zoom, Moodle, Microsoft Teams and SharePoint.
- Maintain professionalism, accountability, and consistent team communication through timely responses, proactive follow-up, regular updates, and reliable completion of assigned responsibilities.
- Show strong attention to detail and the ability to manage multiple responsibilities simultaneously.
- Have excellent written and spoken communication skills in English.
- Demonstrate excellent organizational and time management skills.
- Exhibit flexibility in work schedule and environment (in-person and remote).
- Be able to work effectively both independently and collaboratively.
- Be familiar with Concordia facilities, services and the GradProSkills program.
- Have completed the [Graduate Seminar in University Teaching](#) (highly desirable).
- Be willing to support additional GradProSkills events and activities as required.

Note: The lesson planning, leadership, communication and facilitation skills of short-listed candidates will be tested during the interview process.

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GradProSkills

Empowering graduate students to achieve their professional and academic goals

Application process:

Interested applicants must submit their application by email, including:

- **Resume**
- **Cover letter**
- **A brief statement (maximum 500 words) describing the applicant's approach to facilitating engaging and interactive leadership or project management workshops for graduate students**

Submission guidelines:

- All application materials mentioned above must be combined into a single PDF document.
- File naming format: "LastName-FirstName_Professional Skills".
 - Example: Smith-John_Professional Skills Workshop Facilitator
- Applicants applying to multiple positions **must submit separate applications for each role**. Applicants are expected to tailor their resume and cover letter for each position.
- Applicants may use GenAI tools when preparing their application materials; however, **any use of GenAI must be** acknowledged in the cover letter, indicating the tools and prompts used.
- Applications must be sent to gradproskills-jobs@concordia.ca **using the position title as the subject**
- Deadline for submission is **Sunday, June 14 at 11:59 PM**.

We thank all interested graduate students for their applications. **Only shortlisted candidates will be contacted for an interview before July 15.**