



ST. CLAIR
COLLEGE

PART-TIME INSTRUCTORS - Office Administration Health Services

Posting #: OAH2018

St. Clair College of Applied Arts and Technology offers a wide variety of programs and courses leading to two and three-year diplomas as well as one-year certificates and applied degrees. Our Academic Schools include Skilled Trades, Community Studies, Health Sciences, Nursing, Engineering Technologies, Business and Information Technology, Media, Arts and Design and Academic Studies. The College has over 10,000 full-time students enrolled in post-secondary programs, as well as over 30,000 part-time learners engaged in credit, non-credit, distance and contract training activities. The College is focused on graduating learners with exceptional employability skills who are positioned to contribute to the growth and success of the economy within our community, across the country, and around the world.

St. Clair College's Office Administration Health Services Program is seeking part-time instructors. Applicants must have a minimum of 5 years' experience as an office administrator/manager within the health care field, and hold a post-secondary diploma/degree in a related discipline. Part-time instructors may teach in a classroom or laboratory setting. Class scheduling can be adjusted based on your daily commitments.

Please forward your resume quoting the competition number either by fax at (519) 972-2754, by online application at http://www.stclaircollege.ca/jobpostings/hr_resumes.html or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only. Resumes must be received prior to the closing date and time.**

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodation, please contact Human Resources.

We invite applications from qualified applicants. The competition will be conducted in accordance with the prevailing Collective Agreement. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at <http://www.stclaircollege.ca/postings>

Information is collected under the Freedom of Information and Protection of Privacy Act.