



Job Posting – Instructor

Metallurgy Program

Centre for Continuing Education:

The Centre for Continuing Education (CCE) provides professional education to individuals and corporate clients. We serve diverse learners by providing relevant academic and professional programs rooted in the principles of excellence in adult education. Our vision is “to be a leader in continuing education through accessible programs and exceptional learning experiences for professionals, individuals, and communities”.

Position Description:

CCE is currently accepting applications for part-time course instructors for the Metallurgy program. In this role, you will provide online instruction using a combination of adult learning techniques, such as presentations, class discussion, case study, and group activities.

Metallurgy Courses

- MET 449 Primary Production Of Steel
- MET 450 Physical Metallurgy
- MET 451 Heat Treatment of Steels
- MET 452 Steels in Service
- MET 453 Steel Products Manufacturing

Course Format:

Online courses are delivered using McMaster University’s Learning Management System (LMS), Brightspace (Desire to Learn). Courses are scheduled for a full term (12 or 13 weeks) with no in-person requirement. Students work through the content online with the Instructor facilitating their learning process.

Responsibilities Include:

- Contributes to ongoing design and development of course materials and content in a way that complements other course offerings in the program
- Participates, as required, in meetings and discussions related to course design/improvement
- Revise assessments and evaluation rubrics as required (including but not limited to quizzes/tests, group projects, case studies, etc.)

- Provides formal and informal feedback/evaluation to students including the grading of assignments/exams
- Completes all required preparation prior to course delivery
- Facilitates delivery of curriculum according to course learning plan, using best practices in online learning
- Corresponds with students as required during the course offering
- Completes all required documentation for the program administration
- Works with program staff to ensure that all required materials and resources are available to participants/students in a timely fashion, and to support program administration
- Effectively utilizes the learning management system

Please note: Course outlines, learning outcomes, suggested readings and assessments are developed as part of McMaster's academic approval process and do not need to be developed by the Instructor.

Qualifications:

The ideal candidate will be a practitioner in the field of metallurgy or materials science with the minimum of a Bachelor's degree or equivalent in a related area of study. Prior formal teaching experience (including needs assessment, course development, facilitation and student evaluation), preferably at the post-secondary level, is a definite asset. Additional requirements include experience in the steel industry (or related industry), strong interpersonal and organization skills, proven research skills and problem solving ability, and a demonstrated ability to enable others to learn. LMS experience an asset and a preference will be given to those qualified candidates with prior online teaching experience.

Interested Candidates:

Send resume and cover letter to Nancy McQuigge, Program Manager, metal@mcmaster.ca.

We welcome applications from people who are reflective of the diverse communities we serve. Only qualified candidates will be contacted.

CCE does not send confirmation of receipt of applications.

<https://www.mcmastercce.ca/metallurgy/metallurgy-of-iron-steel-program>