



Computer Training Instructor Part Time

Job Description

Under the direction of the WEST Programs Manager, the WEST Computer Training Instructor will be responsible for delivering a successful computer program giving participants the skills and certifications required to enhance their employability.

Main Duties

The WEST Computer Training Instructor will perform some or all of the following duties:

- Teach students using a systematic plan of lectures, demonstrations, discussion groups and independent or group projects
- Develop curriculum and prepare teaching materials and outlines for courses
- Prepare, administer and mark tests and papers to evaluate students' progress
- Administer certification exams
- Advise students on program curricula and career decisions
- Provide individualized tutorial/remedial instructions
- Supervise independent or group projects, or hands-on training
- May serve on committees and work in concert with WEST Staff/Employment Counsellors concerned with matters such as curriculum revision, and course and diploma requirements.
- Maintain program statistical information, including enrolment, attendance, testing, scoring, and other successes and emerging trends.
- Assist with outreach and promotion activities (as required).
- Submit monthly and periodic reports as requested.

Additionally, the WEST Computer Instructor will liaise with WEST staff, in regards to scheduling referrals, special needs and addressing barriers of the participants.

Employment Requirements: -

- A bachelor's degree or college diploma in Computer Science, Business and/ or Education, or equivalent experience in the related field.
- Demonstrated knowledge and ability to teach in the following courseware: MS Office (Word, Excel, Access, PowerPoint, Project).
- Knowledge in Social Media, HTML, CSS, and Javascript (would be an asset)
- Additional courses in teaching may be required.

Apply in writing with a cover letter and resume to: careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)



**WOMEN'S ENTERPRISE
SKILLS TRAINING**
OF WINDSOR INC.

Women's Enterprise Skills Training of Windsor Inc.
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