



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1096-TC
Position Title:	Assistant Curriculum Instructional Designer
Unit:	Faculty Affairs and Continuing Education and Professional Development (CEPD)
Location:	Sudbury or Thunder Bay
Term:	One (1) year Term
Terms and Conditions:	As per OPSEU Local 677 (Unit 1) Collective Agreement
Competition Closing Date:	September 19, 2017

Reporting directly to the Manager of Faculty Affairs and Continuing Education and Professional Development (CEPD), and in close collaboration with the members of the UME and PGE Curriculum Instructional Design (CID) teams, the Assistant Curriculum Instructional Designer will assist with the ongoing development, review and renewal of Continuing Medical Education (CME) and Faculty Development (FD) programs.

This position is covered by the Terms and Conditions of the OPSEU NOSM Local 677 (Unit 1) Collective Agreement. A copy is available at www.nosm.ca/careers

RESPONSIBILITIES:

Roles and responsibilities are further outlined in the UNIT 1, OPSEU 677 Collective Agreement (Article 2.3) and may include but are not limited to the following:

1. Work with faculty, educators, physicians, and other health professionals, in the design and development of teaching and learning materials from conceptualization stage to the readiness-for-delivery stage
2. Under the direct supervision of the Manager, Faculty Affairs and CEPD, support the instructional design process through established curriculum development, review and renewal cycles. This would include, but is not limited to:
 - identifying necessary resources
 - working with curriculum-instructional designers, faculty, content experts, committees' web/graphics design experts, etc. to complete various responsibilities identified in the instructional design process according to the work plan
 - seeking out appropriate resources necessary to support the development and delivery of teaching and learning activities
 - assisting in the evaluation of learning experiences and implementing necessary revisions
 - working in collaboration with staff and faculty members in writing and revising learning sessions

3. Under the direction of the Manager, Faculty Affairs and CEPD, assist in developing on-line curriculum for the FA & CEPD portfolio.
4. Performing other duties as assigned.

QUALIFICATIONS:

Education:

- A university degree in a Health Science, Education, Science Education or related discipline from a recognized university with Canadian accreditation or its equivalent in knowledge and experience.
- A Master's degree would be considered an asset.

Knowledge, Skills and Abilities:

- Minimum of one (1) year demonstrated experience in instructional design in an academic institution or related setting or related field.
- Experience with use of e-learning platforms, including Moodle would be considered an asset.
- Experience with academic instructional and technical writing in medical education would be considered an asset.
- Experience in using curriculum databases would be considered an asset.
- Experience with teaching and delivering public presentations considered an asset.
- Experience in a post-secondary educational and/or health setting an asset.
- Experience in interactive small-group learning an asset.
- Experience working with Microsoft Office Suite.
- Curriculum instructional design processes an asset
- Distance and distributed learning strategies an asset
- E-learning platforms and other multimedia-enhanced educational tools
- Database functioning in Microsoft Excel or other software
- Health or medical education an asset
- Small group learning environments an asset
- Work effectively as part of a team
- Communicate effectively (both verbally and in writing)
- Meet tight, often changing deadlines
- Work with highly confidential materials
- Organizational and planning skills
- Excellent interpersonal and writing skills
- Flexibility and creativity
- Willingness to learn

Language:

- Must be able to communicate effectively in English (verbally, written, and comprehension).
- French/Indigenous language skills would be considered an asset.

Interested candidates are invited to submit a cover letter and resume quoting the competition number
#2017-1096-TC no later than September 19, 2017 at 4:00 pm to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.