

JOB TITLE: INSTRUCTOR – PUBLIC RELATIONS

Position Type: Part-Time Instructors

Term: effective January 2011

Department: Business Education & Training - Faculty of Continuing Education & Extension

Closing Date: open until suitable candidate(s) is found

Description: Mount Royal University's Faculty of Continuing Education is looking for enthusiastic communication professionals who are interested in sharing their knowledge, passion and expertise with other adults. As a part-time instructor, you will also have the opportunity to network with others who share your interests while gaining valuable experience as a subject expert in your field.

Presently, we invite applications for qualified industry experts to teach courses in the Public Relations Certificate program. Courses are delivered in the evening (6:30-9:30pm) one evening per week over a five week period, or in a daytime format, 8:30-5:00pm (Thursday, Friday or Saturday) once per semester. Instructors are contracted on a per course basis.

Teaching opportunities are anticipated in each of the following subject areas:

- Introduction to Public Relations (evening or day format)
- Writing for Public Relations (evening format)
- Community and Stakeholder Relations (day format)
- Strategic Communication Planning (evening format)
- Employee Communications (day format)
- Crisis Communications (evening or day format)

Please see our website for further program and course details: <http://conted.mtroyal.ca/publicrelations>

Duties:

- Instruction: syllabus development, lesson preparation, course delivery, marking. Course materials are pre-developed but each instructor is required to prepare supplementary materials to enhance the course, as well as create their own teaching tools, eg. powerpoint
- Administration: submit course evaluations, attendance sheets and grade records upon completion of course; attend annual instructor meeting, and individual meetings with Program Coordinator as required.

Qualifications:

- Minimum ten years experience in the public relations industry
- Professional designation is preferred, ie. ABC, APR
- Enthusiasm, professionalism and excellent public speaking skills
- Strong organizational and time management skills
- Teaching experience in an adult education environment is an asset, as is the ability to utilize classroom-based technology to enhance student learning

***NOTE: In your application, please clearly specify the course(s) you are applying for. ***

Closing Date: open until suitable candidates are found

Reply To: **MARDO DOLYNNY, PROGRAM COORDINATOR**
BUSINESS EDUCATION & TRAINING
CONTINUING EDUCATION & EXTENSION
MOUNT ROYAL UNIVERSITY
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Submit a separate covering letter and resume for each position you are applying for, quoting appropriate competition number to the address noted above.

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

If applying by email, please send your resume as an attachment, in either **.doc** or **.rtf** formats (only).

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.