

## Instructor - Tourism & Travel Management Program

CONTINUING POSITION COMMENCING AUGUST 1, 2022

COMPETITION #A22-10



### DUTIES AND RESPONSIBILITIES

Reporting to the Program Manager of the Business, Tourism and Sport Department, the Instructor will ensure the successful delivery of the Tourism & Travel Management program (Event Coordinator specialization) by delivering a high-quality program and creating an inclusive and safe teaching and learning environment. Specific course delivery will include but may not be limited to: Intro to Event Coordination, Intro to Fundraising & Sponsorship, Meetings Management, Creative Events Development and Tradeshow Operations.

The successful candidate will:

- Assist learners in the development of required curriculum outcomes through such activities as individual and group instruction, self-directed learning, and performance assessments.
- Deliver excellence in learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success.
- Evaluate and assess both academic and practical student progress.
- Promote student success by showing flexibility in style and work schedule as well as exhibiting a passion for teaching and engaging students in the learning process.
- Provide ongoing support, guidance, and advice to students.
- Liaising with industry to promote student learning and program relevancy.
- Comply with OH&S regulations.
- Participate in program development and planning activities.
- Develop, review and update learning materials in the online based learning management system (SAM).
- Perform other instructor related duties as required.

### QUALIFICATIONS

- Bachelor's Degree in a related field such as Tourism/Hospitality is required. A combination of post-secondary education and relevant industry experience may be considered.
- Minimum of five years of progressively responsible professional experience in an event planning setting, preferably at a management level is required.
- Strong interpersonal, communication, organizational & problem-solving skills.
- Strong computer literacy skills.
- Proven ability to work within a collaborative environment, demonstrating flexibility.
- Meetings Professionals International (MPI) membership will be considered an asset.
- Prior teaching, curriculum development, corporate training, and/or coursework in adult education will be considered assets.

### WHY WORK FOR US?

*Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.*

### HOW TO APPLY

Please submit your resume, cover letter, and three references by email to: [careers@hollandcollege.com](mailto:careers@hollandcollege.com), quoting the competition number **A22-10**.

*Only those selected for an interview will be contacted.*

### MORE DETAILS

**Classification:**  
**Instructor** (as per the [ATHI Instructional Agreement](#) between Atlantic Tourism and Hospitality Institute Inc. and the PEI Union of Public Sector Employees)

**Deadline:**  
Applications will be accepted until **June 27, 2022**.

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.