



*The Manitoba Institute of Trades and Technology (MITT) offers post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.*

## **Course Development Consultant, Human Resources Courses Program: Human Resources Learning and Development**

The Course Development Consultant is responsible for the development of course materials in the Human Resources Learning and Development program which support learning outcomes, align with current industry expectations and requirements, and follow instructional best-practices. Development consultants are required for the following courses:

- Introduction to Human Resource Management
- Ethics, Legislation and Social Responsibility
- Workplace Health and Wellness
- Human Resource Metrics and Strategic Planning
- Recruitment and Selection
- Compensation and Benefits

### **Responsibilities include but are not limited to:**

- Act as a subject matter expert to ensure course content is reflective of contemporary practices in the industry.
- Attend development meetings as required.
- Communicate effectively with development team to ensure time lines are met.
- Verify and further develop (where necessary) the proposed course learning outcomes.
- Validate and/or identify texts and other reading and reference materials.
- Complete deliverables including course outline, lesson plans or facilitation guides, presentation materials, and assessment materials.

### **Required and Preferred Qualifications/Experience:**

- 5 or more years industry experience
- Degree or diploma in Human Resources
- CPHR certification or candidacy is an asset
- Strong communication, time-management, writing skills, and computer skills
- Experience with developing training, instructional, or facilitation material is an asset

Application deadline: Open until filled. Quote “**2017-043**” in the email subject line.

Submit a cover letter and a detailed resume to Human Resources at [hr@mitt.ca](mailto:hr@mitt.ca)

***We are growing, come grow with us.***

***MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.***

*MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large.*

*This position requires the successful completion of a Criminal Record check including vulnerable sector. We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.*