

## **Hospitality Instructor**

Canadian Tourism College – Surrey, BC

### **Who are we?**

Canadian Tourism College (CTC) is more than just a hospitality, tourism, and travel school. It is a school that believes that it can help shape the lives of individuals that are passionate about working locally or around the globe in any of the industries our programs cover. A recent graduate of ours, who now works for Fairmont Hotels & Resorts stated, “Not only are they (CTC) the best in travel, hospitality and tourism training, but (they are) also the gateway to the industry. If you invest in CTC, they will fully invest in you and get you where you want to be” (Alleli Vitong, Graduating class of 2015).

For over 30 years we have worked hard to build a brand that marries enjoyment with success. Our graduates have experienced this first-hand. Our only issue is that not enough people know about what we proudly have to offer. Visit [www.tourismcollege](http://www.tourismcollege) to get a sense of who we are.

Additionally, though we have been a small school with a great reputation, we are now part of a larger educational group. CTC is owned by the Asia Pacific Education Group, an education investment company that specializes in acquisition, mergers, and growth in the area of education. Asia Pacific Group also owns Sterling College, a career college that operates in unison with CTC at its two locations in Vancouver and Surrey.

Asia Pacific Education has aspirations of becoming one of the most successful and most ethical private post-secondary organizations in North America over the next five years.

### **Who we are looking for?**

Canadian Tourism College is looking for a candidate to join our instructor faculty teaching our Hospitality programs at our Surrey location. This individual will have a minimum of 5 years experience in the hospitality industry (preferably with supervisory/managerial experience) and a minimum of a certificate or diploma in hospitality or 10+ experience in the hospitality industry.

This is a part-time contract position 3 days per week (24 hours) with the potential of evolving to a permanent role as the College continues to grow. Curriculum as well as training will be provided. Previous instruction experience is not required, although preferred.

### **Objective:**

To ensure that the good standing of the College is maintained with integrity and reliability in relation to the teaching standards, materials and infrastructure relevant to all stakeholders.

To work as part of the instructional team of the College ensuring that course material is delivered and managed effectively, challenges are looked upon as opportunities and that educational integrity of the College is maintained at all times. Report directly to the Senior Education Administrator in situations, ensure that vertical integration thinking is maintained and remain a highly productive team member.

**Role:**

To direct and coordinate their respective program serving the educational, social, cultural and recreational interests of the college. To continue to increase professionally, share industry skills by creating a positive learning environment for our students through the design, preparation, delivery and evaluation of learning activities at our college.

**Responsibilities:**

To provide support for students as they continue to grow and evolve with their education with Canadian Tourism College.

**Qualifications:**

- Minimum of 5 years full-time occupational experience in a hospitality setting with a degree/diploma/certificate in the field of study or 10 years of demonstrated experience in the field of study.
- Strong communication (both orally and written) and interpersonal skills
- Ability to work with minimum supervision
- Ability to discuss solution oriented ideas with management
- Demonstrate creativity, innovation, and networking
- Demonstrate proficiency in Microsoft software
- Professional appearance and businesslike manner at all times
- A genuine desire to be involved in the day-to-day instructor-student interactions while facilitating the college's curriculum
- A friendly, outgoing, and compassionate nature
- Leadership qualities
- Strong communication skills in both interpersonal and public speaking
- Strong organizational skills
- Ability to work with a minimum of supervision
- A team player

**Duties:**

- Coordinate and maintain standards of excellence for program
- Ensures compliance with the Private Training Institutions Branch, Provincial and Federal Student Loans and any national expectations and standards for quality education
- Use Campus Login to record any student notes to create a chronological log

- Use Campus Login to enter marks, attendance and daily correspondence through email with students on a weekly basis
- Facilitate evaluations of the college (Module/Instructor and Quarterly) at the request of the college
- Provide guidance and assistance with student issues as they relate to the classroom
- Ensure that one on one student/instructor interviews are maintained
- Social media contributions for content generation
- Represent the College upon request of the Presidents
- Be responsible for implementation of lesson plans
- All homework should have corresponding answer keys, and ensure the other campus has same assignments
- Responsible for keeping your curriculum binders neat and up dated
- Ensure that when changes are made the other campus is informed
- Have lesson plans for each course with homework and answer keys well marked
- Work on improving curriculum in your corresponding subjects
- Discuss all curriculum concerns and revisions through co-instructors and then with PAC committee
- If you have a good technique that works in the classroom, please share it with your fellow instructors
- Participation at graduations and CTC Open Houses
- Keep your classroom area clean and tidy
- Be ready for classes at least 15 minutes prior to start time
- Remember care, courtesy, humour, politeness, concern, positiveness, empathy, etc. are all powerful interrelation tools, use them wisely
- Professional business attire, grooming and deportment are required to create and maintain the professional image of the college and its staff
- Be open to suggestions from students as to ways to improve operations and refer them to Senior Education Administrator
- Be alert for ways to enhance the colleges' image and reputation
- Any other duties that commensurate with the position

**Job Types:** Part-time, Contract

**Salary:** \$20.00 to \$25.00 /hour