



**SESSIONAL INSTRUCTOR(S), SUPPLY MANAGEMENT TRAINING**

**POSITION TYPE:** SHORT-TERM, AS AND WHEN REQUIRED

**JOB LOCATION:** Continuing Education Department, Prince Philip Drive Campus

(Courses are offered both part-time evening and during business hours)

**CONTACT PERSON:** Mary Lou Johnson, Continuing Education

**APPLICATION DEADLINE:** November 30, 2009 (close of business day)

EMAIL: [mary-lou.johnson@cna.nl.ca](mailto:mary-lou.johnson@cna.nl.ca)

**DUTIES:** The successful candidate(s) will be responsible for the delivery and evaluation of Supply Management Training offered through College of the North Atlantic, in partnership with the Newfoundland and Labrador Institute of Purchasing Management Association of Canada (NLI-PMAC). The Supply Management instructor will use various teaching methods including traditional classroom lecture, presentation using multi-media software and hardware, and will report to the Contract Training and Continuing Education Department.

The Supply Management Training include the following courses: (1) Introduction to Procurement; (2) Introduction to Logistics; (3) Introduction to Transportation; (4) Introduction to Operations Management; (5) Introduction to Business Communications; (6) Introduction to Negotiations; (7) Introduction to Contract Law and Administration; (8) Introduction to Accounting and Finance; (9) Introduction to Marketing; (10) Introduction to Business Planning.

**QUALIFICATIONS:** Candidates should possess the Certified Professional Purchaser (CPP) designation with several years work experience in the supply chain management field. C.P.P.s are recognized as strategic supply chain management professionals who provide enterprises with innovative leadership to achieve a competitive edge in a global marketplace. The candidate should also possess strong communications and presentations skills, time management and classroom management skills. Candidates should demonstrate knowledge of adult learning principles and be experienced delivering presentations either in a professional environment or to adult learners. Successful completion of an instructional techniques (Train the Trainer) course would be a definite asset.

**SALARY:** Salary is negotiable commensurate with certifications and relevant work experience. This is a part-time position requiring a periodic teaching schedule through continuing education course offerings. Teaching schedule is dependent on the successful offering on a course-by-course basis.

The Supply Management Courses are scheduled during the Winter 2010 semester through our Continuing Education Department. Exact course schedule will be communicated to the successful candidate.