

Application Pool INSTRUCTOR FOR THE ADMINISTRATION AND MANAGEMENT TECHNOLOGY

Collège O'Sullivan de Montréal is building an application pool to fill upcoming teaching assignments in its **new** Administration and Management Technology Department.

Collège O'Sullivan de Montréal is a private, bilingual institution of higher education founded in 1916 and located in downtown Montreal. Approximately 500 students attend O'Sullivan College of Montreal each year.

Semester : Winter 2027

Status : Part-time or full-time

Teaching format : In-person

Classes time slots : Monday to Friday, daytime

Language of instruction : English

Course titles:

- Introduction to the Profession
- Digital Environment Management
- Data Processing
- Organization and Management of Administrative Services 1
- Presenting for the Media

Nature of the Position

The teaching position reports to the Academic Dean's office and to the new Administration and Management Technology Department. The role of the teacher will be to instruct the first cohort of DEC college-level students in the concepts and competencies related to the program, in accordance with the objectives of each course. As the department is being created, teachers will also have the opportunity to participate in the launch of the program, contribute to the development of the courses, and support the continuous improvement of the program.

Summary of Duties

The teacher will be expected to contribute to the development of the program and will be responsible for preparing courses, developing teaching materials for each course, delivering instruction, preparing assessments, and grading them in accordance with the objectives of the course outline.

Qualifications

- Bachelor's degree in Business Administration or a university degree in a related field.
- Minimum of 5 years of professional experience in the field.
- Excellent command of French or English (both spoken and written), depending on the language of the course.
- Comfortable communicating in French and working in a mainly French-speaking environment.
- Ability to organize and plan work efficiently and methodically within reasonable timeframes;
- Ability to work collaboratively.
- Professional conduct.
- Knowledge of computer tools and generative artificial intelligence (GenAI).
- Experience in training or teaching is an asset.

Conditions and Benefits

- Salary: According to the established salary scale (between \$112,15 and \$124,31 for 17 years of schooling).
- Parking nearby (preferential rate).
- Metro stations (Orange and Green lines), train station, and REM within walking distance of the College.
- Contribute to the creation of a new program.

How to apply

To join our team, please submit your application, indicating the title of the job posting, and send us your CV and cover letter as soon as possible at emplois@osullivan.edu.

Only candidates selected for an interview will be contacted.