

Job Description for Temporary, Casual or Interim Positions

Job Title	Program Development Specialist		
Interim Job Code	INT084	Pay Grid	Temporary
Student Work Program Job Code	WPS084	Pay Grade	Level 4

Job Summary

Provide specialized support and contributions to course/curriculum (re)design efforts.

Accountabilities

1. Work with teaching faculty and the Program Director in implementing a new educational program.
2. Facilitate the implementation of an online educational delivery platform.
3. Follow up on any issues, complaints or needs of instructors, TA's and students.

Qualifications

Education:

- Master level education or above.

Experience:

- A minimum of 5 years in a senior administrative roles.
- A minimum of 3 years in higher education learning.

Working Conditions

- Typical office environment.
- Work is performed independently.