

As per Article 4.6, this competition is posted internally and externally. External applications will be reviewed only after the internal process is complete	
Title	Training & Design Specialist (Temporary)
Wage/Salary	Commensurate with education & experience per SGEU Instructional Grid
Posted Date	October 15, 2025
Location	Weyburn, SK
# of Positions	1
Employment Terms	Temporary; Term
Length of Employment	ASAP to January 9, 2026; 40 days
Apply by:	5:00 p.m. on November 7, 2025
How to apply	Email your resume and cover letter to careers@southeastcollege.org citing "Training & Design Specialist (Temp)" in the subject line.
About US:	Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.
Position Summary	<p>Reporting to the Vice President, Academic and Teaching & Learning, this position will provide instructional mentorship across the College, serving as an expert to ensure the development and implementation of high-quality instruction and instructional design. The Training & Design Specialist will support the organization's Centre of Teaching & Learning by providing expertise in instructional design, technological tools and platforms support to faculty and staff in their delivery of quality learning and services.</p> <p>The Training & Design Specialist will work closely with faculty to develop alternate modes of delivery to meet the needs of individual learners and College administration, developing engaging student and instructional resources and course content in a variety of delivery modes, and supporting instructors in their design of learning activities for students consistent with adult education principles. The Training & Design Specialist is also responsible for liaising with other departments to provide support in the areas of course development, course design, and course recommendations for both internal and external projects and initiatives. The position is also responsible for the operational support of academic standards and quality enhancement across the College, such as monitoring and review.</p> <p>Typical duties of the Training & Design Specialist may include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintain administrative and technical proficiency in BlackBoard, the College's designated Learning Management System (LMS). • Provide expertise in instructional design, technological tools and platforms support to faculty and staff in their delivery of quality learning and services through small or large group settings and the development of digital resources. • Lead curriculum development projects from concept to delivery, including needs analysis of target audience, collaboration with subject matter experts, and facilitating test environment. • Evaluate, recommend procurement, pilot, and implement technologies appropriate to the andragogic needs of both teachers and learners. Collaborate with subject matter experts throughout the College system. <p>Education and Experience</p> <ul style="list-style-type: none"> • Bachelor of Education and a Professional 'A' Teaching Certificate

	<ul style="list-style-type: none"> Specialized studies in instructional design and development for online education needs analysis and education technology. A combination of relevant education and experience may be considered. This would include a Bachelor's degree from a recognized institution, instructional design and development for online education, and multimedia training and evaluation. A post graduate degree in educational technology, instructional design or program development would be an asset. A minimum of three years' recent and relevant web-based instructional design experience and in applying principles of instructional design in the creation of online course materials and assessments. A minimum two years' recent and relevant instructional experience including presentation and use of a variety of multimedia tools applied to learning including synchronous and asynchronous development and delivery. Experience in providing programming/development/training support. <p>Other Requirements</p> <ul style="list-style-type: none"> This position operates on Instructor Hours and typically operates within the normal operating hours of the College. However, the responsibilities of the position may, from time to time, require work outside of normal operating hours. The candidate must be prepared to schedule hours of work according to the demands of the position, including weekends and evenings if necessary. Must possess a valid Driver's License and be willing to travel. This position supports the Southeast College region. Occasional overnight stays may be necessary. Satisfactory Criminal Records Check is required.
What we offer	<p>Competitive salary.</p> <p>Comprehensive benefits package including pension.</p> <p>Professional development opportunities.</p> <p>Inclusive work environment.</p>
<p>Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted.</p> <p>For a full job description, go to https://www.southeastcollege.org/the-college/career-listing/</p>	