

CONCORDIA GradProSkills

Empowering graduate students to achieve their professional and academic goals

Job title: Professional Skills Workshop Facilitator

Application Deadline: Sunday, April 27 at 11:59 PM

Number of positions:	Two (2)
Contract type:	Casual-Professional
Contract date:	July 1, 2025 – June 30, 2026
Approximate hours:	Up to 100 hours per term
Salary:	\$32/hour

GradProSkills is seeking to hire two (2) graduate students to deliver professional skills workshops; namely, fundamentals of leadership and project management. If you would like to expand your teaching experience and have expertise in leadership and project management, we encourage you to apply to join the 2025-26 GradProSkills Team.

Primary responsibilities:

Professional Skills Workshop Facilitators play a crucial role in updating and delivering our workshops, focusing on leadership, collaboration, and project management skills. They ensure the materials are up to date and up to GradProSkills standards.

The duties of this role include:

- Update existing workshop materials, ensuring high quality content, and relevance to graduate students.
- Facilitate workshops through skill sharing and active learning.
- Share workshop materials with Workshop Hosts and participants, and ensure the material repository is up to date.
- Promote related workshops and resources.
- Ensure participant's feedback is collected and considered when reviewing and updating workshop materials.
- Debrief with GradProSkills admin staff as requested.
- Participate in monthly team meetings and occasional team check-ins.
- Contribute to overall promotion and improvement of GradProSkills.

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Requirements:

- **MUST be a graduate student enrolled in a Concordia graduate program from July 2025 to August 2026, and be in good academic standing.**
- Have academic and/or industry experience where you demonstrated leadership qualities.
- Project management knowledge and experience are assets.
- Experience teaching or facilitating group discussions with adults in a multicultural setting.
- Knowledge of lesson planning and teaching methodologies in online and in-person environments.
- Knowledge of various teaching methodologies, including those applicable to both online and in-person environments.
- Working knowledge of Concordia's online training tools, notably Zoom and Moodle is an asset.
- Excellent written and spoken communication skills in English.
- Strong organizational and time management skills.
- Flexibility in schedule and work environment (i.e., in-person, remote).
- Demonstrated ability to perform professionally both independently and in a team environment.
- Familiarity with Concordia facilities, services and the GradProSkills program.
- Completion of the [Graduate Seminar in University Teaching](#) is highly desirable.
- Willingness to work on other GradProSkills events/activities as required.

N.B.: Lesson planning and teaching skills of short-listed candidates will be tested during the interview.

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Application process:

Interested applicants must submit, by email, their resume with a cover letter following the instructions below:

- The **resume and cover letter should be in one single PDF document**. The PDF document should follow this naming format: “FamilyName, FirstName_Professional”
Ex: Smith, John_Professional
- If applying for multiple positions, **submit a separate email for each position**. Applicants are expected to tailor their resume and cover letter for each position.
- Candidates are welcome to use GenAI when preparing their application, but if GenAI is used, we expect it to be acknowledged through a statement in the cover letter indicating which tool and prompt were used.
- Applications must be sent to gradproskills-jobs@concordia.ca **using the position title as the subject, by Sunday, April 27 at 11:59PM**
- We would like to thank all interested graduate students for their application. **Only shortlisted candidates will be contacted for an interview before May 31.**