

**JOB TITLE**

Content Developer/Online Instructor

**COMPANY DESCRIPTION**

Paragon Testing Enterprises operates in the highly competitive and rapidly growing industry for English proficiency tests and their instructional products and services. As a subsidiary of The University of British Columbia located in Vancouver, British Columbia, Paragon aspires for its tests to become the Canadian tests of choice for immigration to Canada and for admission to Canadian universities and colleges via the implementation of cutting-edge practices; our drive for excellence and maximizing potential and expertise.

**POSITION SUMMARY**

The successful candidate will join the Instructional Products and Programs Unit and be responsible for developing test preparation materials as well as providing online instruction for test takers. Paragon's instructional products include printed and electronic materials, and its preparation programs are either teacher-facilitated or self-directed and are offered in online and onsite contexts. All these materials are designed to support test takers who are preparing to take one of Paragon's tests of English language proficiency.

This position reports to the Manager, Instructional Products and Programs.

**RESPONSIBILITIES**

- Develop curricula and content for test preparation study guides, textbooks, courses, and programs.
- Develop, conduct, and support webinars, workshops, and onsite seminars.
- Create audio and video recordings, worksheets, and quizzes for courses.
- Update and copy-edit instructional materials as well as training and program manuals.
- Write copy for new instructional products and programs.
- Undertake special projects and perform other duties as required.

**REQUIRED QUALIFICATIONS**

- Undergraduate degree from an accredited university in education, English, or in a related field.
- 2 to 5 years of ESL/EFL teaching experience.
- Excellent written and verbal communication skills.
- Proficient at MS Word and PowerPoint.
- Must be eligible to work in Canada.

**PREFERRED QUALIFICATIONS**

- Experience as an online instructor.
- Experience in designing and writing study materials.
- Experience with web conferencing software.
- Familiarity with Audacity or other audio editing programs.
- Familiarity with Adobe Captivate, Articulate Storyline, Camtasia or other e-learning tools.
- Experience working with an LMS.
- Experience working in a dynamic, team-oriented environment.

**Start date:** November 2019

**Salary:** Commensurate with candidate's qualifications

**Employment type:** Permanent, full-time

**Competition closing date:** Until position filled

**Location of position:** Head Office at Broadway Tech Centre - Vancouver, British Columbia

**Application Instructions**

Interested applicants should apply online at: <https://secure.collage.co/jobs/paragontesting/12852>.

A resume and cover letter are required to be submitted as part of your application. Interviewing candidates will begin as soon as suitable applications are received.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.