

Temporary Contract Posting: Project Management Course Author

SFU Lifelong Learning's Project Management Certificate Program invites applications to join Career and Professional Programs for the role of Course Author.

Lifelong Learning is dedicated to building a diverse staff and advancing the rights and inclusion of equity-deserving groups and communities, including, Indigenous peoples, racialized persons, persons with disabilities and 2SLGBTQI people. We are interested in candidates with a commitment to equity, social justice, Indigenous Truth and Reconciliation, diversity and inclusion. Equity-deserving people are strongly encouraged to apply.

Job Description

In this role, you will join our teaching design team to develop an online synchronous course with asynchronous components for SFU Lifelong Learning's Project Management Certificate Program. You will have an opportunity to apply your subject matter expertise, as well as your online teaching, instructional design, and project management skills to a long-standing program with a strong reputation.

Authors are required for the following certificate courses (course descriptions noted below):

Project Procurement and Contract Management

Learn the essential steps for managing the procurement process to ensure optimal vendor performance and successful project delivery. You'll review sourcing arrangements, vendor identification and selection, and contractual arrangements that support project needs. You'll also put your learning into practice by developing a Request for Proposal (RFP) and Statement of Work (SOW), as well as performance metrics.

Project Quality and Risk Management

Develop the professional tools needed to manage project quality and navigate risks and uncertainties throughout the project life cycle. You'll explore methods to define quality targets for processes and deliverables while identifying potential threats to project success. You'll also practise creating a Risk Management Plan (RMP) and quality measures, using practical tools and real-world scenarios to anticipate challenges and enhance project resilience.

Responsibilities include, but not limited to:

- Creating a final course package for a 3-week course that includes the following:
 - Course activities, including in-class discussions, case studies, group exercises, PowerPoint slides etc.
 - Detailed instructor lesson plans and schedule for 3 synchronous sessions
 - Asynchronous student facing content, including course authored written content, videos, readings, self-assessments, templates etc.
 - Weekly and/or final assignments, including detailed instructions and rubrics
- Attending and participating in meetings with the Associate Director, Curriculum Development throughout the project, including scheduled review and feedback consultations
- Working within parameters and requirements set by SFU Lifelong Learning, such as provided guides and templates

- Applying Project Management Body of Knowledge (PMBOK) frameworks and standards in the development of new courses and ensuring alignment with PMBOK, 8th edition.

Qualifications

- A minimum of 5 years post-secondary online teaching in the field of Project Management or related fields.
- Project Management Professional (PMP) designation preferred
- Experience delivering an outcomes-based curriculum
- Experience in designing and delivering online synchronous/asynchronous instruction
- Knowledge of learner-centered curriculum design
- Master's degree in relevant discipline OR an equivalent combination of post-secondary education and professional experience.
- Demonstrated ability to work collegially as a team member with a variety of teams and stakeholder groups

This is a remote work posting. Course developers will not be required to work onsite.

To apply for this position, please send your cover letter, resume, and a course curriculum writing sample to:

Laurel Pollock, Associate Director, Career and Professional Programs, Lifelong Learning, SFU, ljberg@sfu.ca and include the title “PMC Course Author posting” in the subject line.

We thank all applicants for their interest; only qualified individuals will be contacted.

Closing Date: February 16, 2026, 4:30 p.m.