



## Faculty of Business Administration

Per course instructor needs for Winter 2025

The Faculty of Business Administration invites applications from individuals interested in teaching the following undergraduate course in the Winter 2025 semester.

Subject to budgetary restrictions and sufficient enrolments, appointments will be made on a course-by-course basis and will not entail any obligation to conduct research or to perform any administrative service for Memorial University. Appointments will be made in accordance with the provisions in the MUN-LUMUN Collective Agreement. Course design and evaluation methods for all courses will be in accordance with the Faculty of Business Administration's policies and regulations and the Memorial University Calendar.

Course Number	Course Title	Qualifications	Sections required
B2720	Business Computer Applications	MBA or MSc in Management (with relevant courses) and significant managerial and/or professional experience in various operating systems and applications commonly used in business, including Microsoft 365, with current access to Microsoft 365 or PhD (or PhD near completion) in the field and currently research active and current access to Microsoft 365.	1 day section

Please visit <https://www.mun.ca/university-calendar/st-johns-campus/faculty-of-business-administration/11/> for undergraduate course information.



PER COURSE TEACHING APPLICATION – Winter 2025
Faculty of Business Administration
Memorial University of Newfoundland

Please complete this form in full and submit electronically along with your curriculum vitae and the names and contact information for three references to deanfba@mun.ca.

Please note that incomplete applications and applications received after the closing date will not be considered.

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Table with 6 columns: 2720, 001, Business Computer Applications, Slot 13, M/W 2:00-3:15pm, (empty)

1. Are you legally entitled to work in Canada (i.e. Canadian citizen, permanent resident)?

YES NO

2. If additional courses become available on short notice, do you want to be considered for those courses?

YES NO

Salary: As per the MUN-LUMUN Collective Agreement

Closing Date: Monday, December 2, 2024

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities, and racialized people; and people with disabilities.

The personal information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7) for the purpose of identifying and recruiting candidates; assessing applicant qualifications; and maintaining records pertaining to the administration of employment with Memorial University. If you are a successful candidate, this information will form part of your employment record and may be used for other activities related to the employment process. This information may be used by academic and administrative units as necessary to administer programs and activities; and may be disclosed if authorized by law. If you have any questions about the collection, use and disclosure of the information on this form, please contact the University Privacy Officer at maggie.noseworthy@mun.ca.