Exam Facilitator

Exam Accommodations & Assistive Technology

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Supervisor, Exam Accommodations, and working as part of the Exam Accommodations team, the Exam Facilitator will provide a variety of services to students with disabilities including: registering students for exam accommodations; organizing and scheduling of tests and exams; proctoring of tests/exams; and ensuring appropriate implementation of student accommodations while maintaining exam integrity and adhering to College policies.

REQUIRED QUALIFICATIONS

- Post-secondary certificate in office administration. An equivalent combination of training and experience may be considered.
- Several years’ experience performing office administrative responsibilities
- Strong skills in Microsoft Office applications and the ability to quickly master new software programs
- Effective organizational skills with strong attention to detail
- Ability to manage multiple tasks effectively with the ability to maintain accuracy
- Effective problem solving and decision making skills
- Excellent interpersonal skills and the ability to manage difficult situations with tact and diplomacy
- Strong understanding of confidentiality and a demonstrated ability to maintain confidentiality
- Excellent written communication skills
- Excellent verbal communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience working directly with adults with disabilities
- A general understanding of disability issues in a post secondary environment
- Experience creating large scale schedules/timetables and organizing large meetings

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

COMPETITION NUMBER

2020-138

CLOSING DATE

November 3, 2020

SALARY

$43,424 - $59,387 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

2055 Notre Dame Ave, Winnipeg, Manitoba R3H0J9

Exam Facilitator

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Indigenous persons, women, visible minorities, and individuals with disabilities are encouraged to apply.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

WHAT WE’RE DOING IS WORKING.