

Assessment Facilitator Student Support Services Full-Time Position Available

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

An eligibility list may be created for similar casual, part-time, full-time, and term positions

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.

Duties:

Reporting to the Manager – Academic Success Centre and Assessment Services, the Assessment Facilitator is responsible for overseeing the day-to-day service operations of Assessment Services. The incumbent facilitates the daily delivery, scheduling and reporting of College entrance and diagnostic assessments, and advises clients through providing information related to entrance requirements, test instruments and preparatory pathways used for College programs. The Assessment Facilitator is required to administer psychometric tests in a consistent and standardized manner; answer inquiries from a variety of audiences; advise Instructors, College Administrators and Counsellors in the interpretation of test results; prepare statements and costs associated with testing for outside agencies; assist in research related to new test instruments and systems; take inventory of test instruments; order new test materials; assist with statistics, budget tasks and problem solving that occur in the daily operations of Assessment Services.

Required Qualifications:

- Post-Secondary Education in Office Administration or Education; an equivalent combination of education and experience may be considered
- Administrative experience in education, adult training or a related field
- Experience supporting management with the delivery of programs and services
- Effective problem solving skills in a solution-focused, organized manner
- Experience working in a fast paced environment where accuracy and attention to detail is required
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Advanced proficiency in MS Office and other related technology tools
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Ability to maintain confidentiality, handle sensitive issues and work with vulnerable populations
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Bachelor's degree in a related field
- Teaching or administrative experience at a senior years (high school) or post-secondary level
- Familiarity and knowledge best practices in assessment design and facilitation

Conditions of Employment:

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

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

Competition Number: 2017-135
Closing Date: November 20, 2017
Salary Range: \$46,942 - \$64,210 per annum

Apply to Red River College by email: humanresources@rrc.ca

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 selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

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

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