

## Assessment Clerk 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:

As a member of the Student Support Services team and under the direction of the Assessment Facilitator and Manager of Assessment Services, the incumbent will prepare and administer standardized and non-standardized tests to a diverse clientele according to approved protocol. The Assessment Clerk will record and interpret test results as they pertain to specific requirements or needs. The incumbent will also be responsible for the provision of customer service including the coordinating and scheduling of tests, answering phone enquires, and providing individual support to students. The Assessment Clerk will perform a variety of administrative duties including compiling monthly statistics, filing, and overall office management.

### Required Qualifications:

- Administrative support experience in an education-oriented or corporate environment
- Experience in the maintenance of schedules for clients or team members
- Superior communication skills in a variety of contexts and for a variety of audiences
- Ability to work under pressure and meet tight deadlines
- Teamwork skills
- Advanced proficiency in MS Office and other related technology tools
- Attention to detail and accuracy
- Organizational skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Experience working in a secondary or post-secondary setting
- Experience with assessment facilitation in education or corporate environment

### 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: 2018-033  
Closing Date: April 16, 2018  
Salary Range: \$35,254 - \$48,228 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto: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](http://blogs.rrc.ca/hr)

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