

Assessment Facilitator

Assessment Services

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 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

With a primary focus on Admissions, Placement, and Diagnostic Testing (AP&D Testing), the Assessment Facilitator is responsible for managing the day-to-day service operations of RRC Polytech entrance and diagnostic assessments within the Assessment Services portfolio. As the lead and main point of contact for AP&D Testing, the Assessment Facilitator schedules, delivers, processes, and reports on assessments administered to a diverse clientele base; ensures that specific rules, parameters, and protocols are followed throughout the testing process; responds to in-person, phone, and email inquiries; and advises RRC Polytech applicants, students, faculty, and staff in the interpretation of test results. The Assessment Facilitator assists with the preparation of statements and cost analyses associated with assessment delivery; research related to new test instruments and systems; data compilation and analysis; and inventory management of testing materials. The Assessment Facilitator also provides support to other areas within Assessment Services on an as-needed basis.

REQUIRED QUALIFICATIONS

- Post-Secondary Education in Business Administration. 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 service
- 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

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
- May be required to work at various RRC campuses
- This position may be required to travel

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-085

CLOSING DATE

June 9, 2022

SALARY

\$47,774 - \$65,326 per annum

POSITION LOCATION

Manitou a bi Bii daziigae
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

humanresources@rrc.ca

RRC Polytech 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.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr