

Assessment Clerk

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

The Assessment Clerk is responsible for preparing, administering, and invigilating standardized and non-standardized assessments for a diverse clientele base, in accordance with specific rules, parameters, and protocols. The Assessment Clerk assists with the coordination and scheduling of assessments; responds to inquiries; provides individualized support to RRC Polytech applicants, students, faculty, and staff; and, when applicable, is involved in the marking, recording, interpreting and communicating of testing results. The Assessment Clerk also performs a variety of administrative duties, including compiling monthly statistics, filing, photocopying, mailing, reception, and overall office management.

REQUIRED QUALIFICATIONS

- A post-secondary certificate in a relevant field, such as Administrative Assistant or Business Administration. A combination of education and experience may be considered
- Experience working in a secondary or post-secondary setting
- Assessment facilitation experience
- Experience interacting with individuals from diverse backgrounds
- Experience in the maintenance of schedules for clients or team members
- Administrative support experience in an education-oriented or corporate environment
- Advanced proficiency in MS Office and other related technology tools
- Superior communication skills in a variety of contexts and for a variety of audiences
- Ability to work under pressure and meet tight deadlines
- Ability to work independently and as part of a team
- Detail-oriented, accurate and possesses good organizational skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Diploma in a relevant field, such as Business Administration

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

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

2022-084

CLOSING DATE

October 3, 2022

SALARY

\$35,878 - \$49,080 per annum

POSITION LOCATION

Notre Dame Campus
(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