

Proctor 1, Proctor 2 (Casual)

Library and Academic Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

An Expression of Interest is used to fill future vacancies by creating a list of eligible candidates that have already gone through a competitive process.

DUTIES

Under the direction of the Supervisor, Exam Accommodations, Proctor 1 & Proctor 2 positions are responsible for preparing assigned rooms for testing, confirming identification to ensure students have received the correct examinations, and confirming and checking all authorized materials. The Proctors will administer, supervise and monitor scheduled exams and maintain exam integrity in a supervised environment at various campuses on a casual basis. They will monitor and document washroom breaks, follow academic dishonesty procedures, provide accommodations/supports approved by Accessibility Services and complete necessary reporting documentation once the exam/test is finished.

In addition to the above, Proctor 2 roles are assigned the following duties:

Working one-on-one with a student during exam situations; read all test questions to a student, scribing the students' answers and completing scan-tron (bubble) sheets; work in the department's main examination area during busy exam periods, organizing exam packages, accepting exams from instructors and releasing completed exams to instructors.

To ensure further consideration, please indicate Proctor 1 or Proctor 2 when submitting your application.

REQUIRED QUALIFICATIONS

- High school diploma (or equivalent)
- Excellent problem solving skills, attention to detail, and organizational skills
- Excellent ability to empathize, build trust and strong relationships
- Ability to work under pressure and in stressful situations
- Ability to multitask, use sound judgment, anticipate potential problems and plan ahead
- Ability to read aloud in a clear manner and write at an adequate speed to keep pace with a student's oral responses
- Ability to follow directions/processes, but to know when adjustments may be required
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience in an educational setting, supporting persons with disabilities, or both

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- May be required to work at various RRC Polytech campuses

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-078

CLOSING DATE

Until filled

SALARY

\$15.68 - \$21.45 hourly – Proctor 1
\$17.24 - \$23.59 hourly – Proctor 2

POSITION LOCATION

Various RRC Polytech Campuses
(Winnipeg, MB)

POSITION TYPE

Casual Positions Available
Anticipated Start June 2023

APPLY ONLINE AT

rrc.ca/careers

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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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