

Test Centre Assistant

Test Centre -Victoria Avenue East Campus, Brandon MB
Casual – Student Position (September 2021 to May 2022)
Competition #16-21/22
Salary: \$15.00 per hour

This position is open to ACC students only.

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. The college places a high priority on student success and is committed to building an environment that creates and supports a high level of student engagement.

Be Passionate.

As the Test Centre Assistant, you will become knowledgeable about the services the Test Centre provides, be passionate about engaging with our clients, and provide students a quality and academically secure testing environment. The Test Centre Assistant will be reliable and punctual when working independently to provide coverage during the lunch hour every weekday, on Thursday evenings and some Saturdays.

Take Initiative.

The Test Centre Assistant is responsible for providing a supportive atmosphere for students and instructors. You must be sensitive to cultural and linguistic differences and the needs of students with disabilities. You will be calm and courteous when invigilating examinations and ensure the procedures of **Policy A25 – Student Honesty and Integrity** are adhered to. The Test Centre Assistant must respect confidentiality and safeguard test integrity. The Test Centre Assistant is required to certify to administer exams for external companies and remain up to date with changing software and hardware.

Deliver Results.

As a requirement, you will be registered with Assiniboine for the 2021-22 academic year and have strong communication, customer service, organizational, problem solving and attention to detail skills. Strong knowledge of computer applications is a must.

This competition will remain open until filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.