



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Test Centre Assistant - Student Clerk

Student Services
Casual
Brandon, MB
Comp #28-26/27
Salary: \$20.00
Classification: Unclassified Clerk

The position is open to Assiniboine College Students only

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

As an Assistant in the Test Centre, you will play a vital role in shaping the future of student education. The Test Centre Assistant is responsible for providing a supportive atmosphere for students and instructors. They 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.

Key Responsibilities:

- ▶ Providing a supportive atmosphere for students and instructors.
- ▶ Become knowledgeable about the services the Test Centre provides.
- ▶ Be passionate about engaging with our clients and provide students with a quality and academically secure testing environment.

Qualifications:

- ▶ Reliable and punctual when working independently to provide coverage during the lunch hour every weekday, Thursday evenings and during peak periods.
- ▶ 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.
- ▶ Must respect confidentiality and safeguard test integrity.
- ▶ Required to certify to administer exams for external companies and remain up to date with changing software and hardware.
- ▶ Must be registered with Assiniboine for the 2026-27 academic year.
- ▶ 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 the position is filled.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.