



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Test Center Proctor

Learning Commons

Casual

Brandon

Comp #42-26/27

Salary: \$24.58 to \$29.57 hourly

Classification: Educational Assistant 1

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.

The Test Centre Proctor supports the delivery of secure, accessible, and professional testing services for Assiniboine College students and external testing candidates. Working independently, the proctor administers examinations while maintaining confidentiality, security, and academic integrity standards.

The position supports two primary testing streams: accommodated testing for Assiniboine College students and external candidate testing on behalf of certification, professional, educational, and other external organizations.

The successful candidate creates a welcoming and professional testing environment while ensuring testing procedures, approved accommodation, and testing vendor requirements are implemented accurately and consistently.

Key Responsibilities:

- ▶ Administer and monitor in-person and virtual examinations for Assiniboine College students and candidates writing examinations on behalf of external organizations, in accordance with testing procedures, accommodation plans, and testing vendor requirements.
- ▶ Ensure approved testing accommodations are provided, including the use of approved assistive technologies, while maintaining examination integrity and confidentiality.
- ▶ Verify candidate identity, maintain examination security, document testing irregularities, and uphold academic integrity standards.
- ▶ Prepare testing environments and provide professional support to students and external candidates throughout the testing process.
- ▶ Assist with basic technical issues related to testing platforms, software applications, testing equipment, and approved accommodations in accordance with established procedures.
- ▶ Participate in required training and maintain familiarity with testing procedures, accommodation practices, testing platforms, and testing technologies.
- ▶ Perform other related duties as assigned.

Qualifications:

- ▶ Reliable, punctual, and able to work independently while exercising sound judgment and maintaining confidentiality.
- ▶ Strong attention to detail, observation, organizational, and time-management skills.
- ▶ Strong interpersonal, communication, and customer service skills with the ability to interact professionally with students, candidates, faculty, staff, and external clients.
- ▶ Proficiency with Microsoft 365 applications and the ability to learn and use a variety of computer applications, testing platforms, software systems, and assistive technologies.
- ▶ Ability to troubleshoot routine computer, software, testing platform, and equipment issues.
- ▶ Ability to maintain test security and uphold academic integrity standards.
- ▶ Demonstrated sensitivity to accessibility needs, cultural diversity, and inclusive service practices.
- ▶ Availability to work flexible daytime and evening shifts based on testing schedules.
- ▶ Experience implementing testing accommodations and supporting students with disabilities is considered an asset.
- ▶ Experience administering examinations or working in educational or assessment environments is considered an asset.
- ▶ Experience administering professional, certification or licensing examinations is considered an asset.

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

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



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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.