



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

Test Administrator

Job ID	08-26-24-72-24-D8	
Web Address	https://careers.indigenous.link/viewjob?jobname=08-26-24-72-24-D8	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2018-08-21	To: 2018-08-31
Job	Type: Full-time	Category: Education
Languages	English	

Description

Test Administrator

Applied Computer Education

2 Casual Positions Available

Red River College 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.

Red River College's Applied Computer Education Department is seeking a casual Test Administrator for our Pearson VUE Testing Centre, located at 321 McDermot Avenue; ACE Project Space. The candidate must have ability to work on a casual on-call basis. The Testing Centre is open 8:00 a.m. to 4:00 p.m. Monday to Friday. The Test Administrator is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment; understands and complies with all testing procedures; checks in examinees, verifies identification, and explains the exam process; monitors examinees while testing; maintains a secure testing environment; communicates with Pearson to investigate and fix technical issues; strictly adheres to company policies using careful judgement. The successful candidate will be provided with online training, and be required to take an examination to be a certified Pearson Test Administrator.

REQUIRED QUALIFICATIONS

- Minimum of 1 year customer service experience
- High school diploma or equivalent is required.
- Excellent oral and written communication skills
- Ability to work on a casual on-call basis
- Proficient in Microsoft Office (word, excel and outlook)
- Ability to lift up to 20 lbs. on occasion.
- Must be able to sit for long periods of time and also escort candidates to and from testing room.
- Must be able to see small details at a distance. Ability to see names clearly on ID cards and the computer screen
- Must be comfortable in a quiet testing environment and hear spoken words in soft voices
- Must be able to see small details at a distance. Ability to see names clearly on ID cards and the computer screen
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

How to Apply

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

Apply to Red River College by email: humanresources@rrc.ca

An eligibility list may be created for similar casual, part-time, full-time, and term positions

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2018-137

Closing Date: August 30, 2018

Salary: \$15.40 - \$21.08 hourly

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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