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SUPPORT STAFF POSITION OPPORTUNITY

Job Title: Testing Services Assistant, Part Time
Division/Department: Student Success and Engagement
Reporting To: Manager, Testing and Integrated Services
Hourly Rate: \$22.91

Competition #: 2019-910
Campus: Lakeshore & North
Classification: Part-time

SUMMARY OF DUTIES:

Testing Services maintains a commitment to efficient, accurate, and timely services to all campuses and surrounding community. Testing Services provides a wide range of services which includes: scribing, readers, and access to assistive software such as Dragon, Kurzweil, Jaws, and CCTV, and computers, etc.

Reporting to the Manager, Testing and Integrated Services, the Part Time Testing Services Assistant is responsible for providing quality invigilation and customer service to a diverse college population and outside agencies related to accommodated, post-secondary, admission, placement, external, and short program testing. Specific duties include: administering/invigilating exams (post-secondary, accommodated, placement, admission, external, and short program), entering scores and pertinent information into Humber's databases and screens, providing administrative services i.e. booking appointments (post-secondary, accommodated, admission, and placement), responding to inquiries in person, by phone, or by email, liaise with faculty, program coordinators, and academic schools, as well as external colleges/universities, providing computer support for online test environments and assistive software (common and unique software packages) as well as troubleshooting minor computer anomalies and compiling and maintaining a broad range of data including service and activity reports and student accommodation records. Other duties as assigned.

Hours of Work: 24 hours per week (evenings/weekends)
Duration of need: March 2019 – September 2019

Skill Testing Required: Yes

QUALIFICATIONS:

The successful candidate will possess a two year diploma in Business as well as one to two years of practical experience in an office setting. Excellent human relations, customer service, organizational, interpersonal, and verbal/written communication skills as well as listening skills are required. The candidate must have the proven ability to work with minimal supervision within an environment where clients are experiencing extreme stress. The incumbent must be a self-starter and demonstrate the ability to work well independently as well as in a team environment.

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The candidate must have well-developed computer skills with a basic understanding of assistance software and Microsoft Office. Finally, they must be able to work well under pressure while demonstrating confidence and good judgement.

***We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: February 6, 2019

CLOSE DATE: February 16, 2019

A detailed job description for this position is available in HR Services. All candidates are asked to submit a cover letter and resume to HR Services by applying online at: www.humber.ca/careers