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## ADMINISTRATION POSITION OPPORTUNITY

**Job Title:** Manager, Testing and Integrated Services  
**Division/Department:** Student Success & Engagement  
**Reporting To:** Associate Director, Accessible Learning Services  
**Salary:** To be determined

**Competition #:** 2019-033  
**Status:** Full-time  
**Campus:** North

### POSITION SUMMARY:

Under the general direction of the Associate Director, Accessible Learning Services, the Manager, Testing and Integrated Services is responsible for the effective and efficient operation of Testing Services at Humber. This includes admission and placement testing, post-secondary testing, accommodated testing and external testing across all campuses and sites.

The incumbent works closely with both the Registrar's Office and Accessible Learning Services to integrate policies and procedures that support inclusive student service in the areas of testing and accessible learning. With support from appropriate stakeholders, the incumbent is responsible for the further implementation of technical solutions to automate and modernize business processes. The incumbent plays both a proactive and consultative role in the identification of initiatives to ensure that Testing Services and Accessible Learning Services are resourced to support student learning.

### QUALIFICATIONS:

The successful candidate will possess a 4 year Degree, at minimum, with 5 years of related work experience. Experience in a post-secondary student affairs environment with a dedicated commitment to inclusive customer service and the proven ability to build a high performing team in a unionized environment are required skills for this position.

In addition, the incumbent will demonstrate the proven ability to supervise and manage the work of others, including addressing performance issues; possess highly developed oral and written communication skills including presentation skills; proven budgetary skills; an in-depth understanding of equity principles and experience working in diverse populations; strong technology skills, ability and willingness to quickly learn new programs; knowledge of spreadsheets and database programs; interpersonal skills to deal with sensitive issues that may involve students, staff and faculty; excellent analytical skills and the ability to synthesize complex issues with competing priorities; ability to act independently and with little supervision; working knowledge of key legislation such as AODA, Ontario Human Rights Code, Freedom of Information and Protection of Privacy Act etc.

**\*We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

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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:** March 27, 2019

**CLOSE DATE:** April 17, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at:  
<http://www.humber.ca/careers>