

**Job Description****Assessment Facilitator**

Requisition No:	00628
Posting Start Date:	11-14-2025
Posting End Date:	11-28-2025
Region:	Winnipeg
Full Time:	Yes
Permanent:	No
Location:	Notre Dame Campus
Expected Hires:	1

RRC Polytech Header

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact humanresources@rrc.ca.

Assessment Facilitator (Term Full-Time)

Library and Academic Services

POSITION TYPE: Full-Time, Term Position Available (anticipated January 12, 2026 up to March 31, 2026)

SALARY: \$48,144 - \$67,802 per annum

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB)

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. First consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. First consideration will also be given to internal applicants. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Career support is available to both internal and external candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) interested in joining our team. For application guidance, interview tips, or to stay connected about future opportunities, contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

ELIGIBILITY LIST: This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

The Assessment Facilitator provides a variety of services to students with exam accommodations at RRC Polytech's Notre Dame Campus. The incumbent is responsible for organizing, scheduling, and supervising the proctoring of tests/exams including provision of an appropriate writing environment, ensuring appropriate student accommodations while maintaining exam integrity and adhering to college policies, proctoring exams when required, providing information and guidance to proctors, assisting students when applying for exam accommodations, assisting in the maintenance of the exam rooms and in the production of alternate format materials, and maintaining appropriate documentation, database, and file systems. This is a term position with a possibility of extension.

REQUIRED QUALIFICATIONS

- Post-secondary education in social services, business administration, office management, or a related field; a combination of education and experience may be considered
- Experience working in an educational setting, supporting persons with disabilities, or both
- General understanding of disability issues in a post-secondary educational setting
- Several years of clerical and customer service experience, including experience working with large databases and scheduling software
- Knowledge of, and experience with, assistive technology and alternate format production
- Excellent organizational skills with attention to detail and accuracy
- Strong ability to multi-task, and to react quickly and appropriately in stressful situations
- Excellent problem-solving skills, with the abilities to plan ahead and to adapt in the moment

- Strong customer service orientation and ability to build trust and strong relationships
- Effective verbal and written communication skills and excellent interpersonal skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSET QUALIFICATIONS

- Experience working with Colleague, ClockWork, and other relevant software/database systems
- Knowledge and understanding of FIPPA, relevant RRC Polytech policies and relevant Human Rights legislation

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- May be required to work at various RRC Polytech campuses

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

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