



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)**, is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking:

**FULL-TIME (TEMPORARY) IT SUPPORT STAFF in the Learning Assessment Programs unit**

**Term: March 27, 2017, to June 9, 2017**

**Remuneration: \$18/hour**

**Key Responsibilities**

- Providing helpdesk support to school districts and schools involved in CMEC's computer-based tests (CBT), including communicating promptly with stakeholders
- Coordinating the shipping and receiving of computer equipment to and from schools involved in CMEC's CBT
- Monitoring and support of the unit's IT-related assets and management of IT equipment and supplies
- Set-up and verification of the unit's IT equipment and peripherals as needed
- Monitoring the capture of test data received from schools
- Testing CBT materials

**Key Qualifications**

- 3–5 years' work experience in IT/technical support
- College or university degree an asset
- Proficiency in both English and French (written and spoken)
- Ability to plan, prioritize work, and meet deadlines
- Good interpersonal and communication skills
- Ability to lift boxes (approximate weight: 20 kg)
- Ability to work outside normal business hours to support schools across different time zones; for example, for tests starting at 8 AM EDT

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at [hr@cmecc.ca](mailto:hr@cmecc.ca) by **4:00 p.m. EDT, March 22, 2017**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**