



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:

TEMPORARY SUPPORT STAFF, ASSESSMENT (BILINGUAL OR ENGLISH)

Contract period (fixed term): Two six-month contracts, with a start date in February 2023; three four-month contracts, with a start date in March 2023.

Remuneration: \$22.00/hour

Search area: within commuting distance of 95 St. Clair Avenue West, Toronto

These positions require some in-person work at the offices of CMEC

Position summary

Support staff will undertake various tasks related to CMEC's assessment programs. Tasks include, but are not limited to:

- Data entry (transferring text and codes from a paper form to an electronic one) and verification
- Compiling and formatting Word documents
- Downloading/copying files from USB keys to a local server
- Tracking the capture of and uploading test data received from schools
- Packaging materials, documents, and equipment
- Preparing labels and packages for shipping
- Maintaining an inventory of and organizing equipment/materials (e.g., USB keys, school documents, IT equipment)
- Providing helpdesk support (email and telephone inquiries) to school districts, schools, and coders involved in CMEC's computer-based tests (CBT) and coding sessions, including communicating promptly with interested parties
- Performing other office duties, as needed

Key qualifications

- Good command of English, both written and spoken
- Knowledge of French, both written and spoken, would be an asset
- High school diploma or new graduate

- Excellent computer literacy, in particular, experience using applications such as Microsoft Word, Outlook, Access, and Excel
- Strong attention to detail
- Strong organizational skills and the ability to work in a fast-paced environment
- Adaptability
- Highly collaborative, with good interpersonal skills
- Ability to lift or move containers of approximately 20 kg and to stand for prolonged periods of time may be required
- Flexibility to work outside normal business hours to support schools across different time zones; for example, starting at 6:00 a.m. EST/EDT or ending at 6:00 p.m. EST/EDT may be required

If you wish to apply, 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, **by 4:00 p.m. EST, January 27, 2023**. For more information, visit us at www.cmecc.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.