



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 a:

BILINGUAL IT SUPPORT STAFF, LEARNING ASSESSMENT PROGRAMS

Full-time, Fixed-Term: from February 1, to May 31, 2019

Remuneration: Up to \$22/hour depending on experience

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 and uploading 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)
- Flexibility 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 by **4:00 p.m. EDT, January 7, 2019**. For more information, visit us at 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.