



2004 June

JOB DESCRIPTION

JOB TITLE Assistant, Research and Assessment
JOB BAND B
DEPARTMENT Learning Support Services, Research and Assessment
SUPERVISOR Manager, Learning Support Services (Research and Assessment)

POSITION SUMMARY

The Assistant, Research and Assessment provides organizational support by creating forms for data collection, scanning and scoring tests and surveys, and completing general clerical and administrative tasks.

DUTIES AND RESPONSIBILITIES

- Create survey and test forms using specialized software in consultation with department staff to ensure data is captured accurately.
- Operate optical mark readers and process test/survey batches.
- Track scanning jobs and organize data files.
- Review score sheets or data sets and enter data as required.
- Coordinate receipt and distribution of materials for student assessment, school/system projects, and provincial testing.
- Liaise with external researchers and take action or redirect as necessary.
- Monitor supplies and place orders through Board systems.
- Monitor and reconcile budget accounts and petty cash.
- Process cheques and invoices.
- Prepare memos, letters and other correspondence and complete filing.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

One year of related work experience is required.