

JOB DESCRIPTION

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| JOB TITLE | Assistant, Research and Assessment |
| JOB BAND | C |
| 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, scoring tests and surveys, and completing general clerical and administrative tasks.

DUTIES AND RESPONSIBILITIES

- Design, create, and test survey forms using specialized software in consultation with department staff to ensure data is captured accurately.
- Liaise with Board staff to ascertain information in support of Research and Assessment projects, verify and validate results and information.
- Operate optical mark readers and process survey/test batches.
- Apply rules to the database to review and correct incomplete surveys.
- Support department involvement in board-wide assessments by ensuring accessible information is up to date; monitor and coordinate receipt and distribution of materials for student assessment, school/system projects, and provincial testing.
- Liaise with Board staff, external researchers, and members of the public and take action or redirect as necessary, including receiving and managing electronic applications from external researchers.
- Prepare materials and provide support during Research Review Committee meetings.
- Support the organization of the department, manage accurate records, safeguard confidentiality of data, and ensure the flow of information.
- Monitor and reconcile budget accounts, petty cash, expense tracking, journal entries and budget adjustments; process cheques and invoices.
- General clerical and administrative tasks.

EDUCATION

Completion of a one (1) year certificate in Business Administration.

EXPERIENCE

Six (6) months of previous related work experience is required.