ST. FRANCIS XAVIER
UNIVERSITY

Exam Coordinator
Health, Counselling, and Accessible Learning

Full-time Permanent
Classification: NSGEU Band 6
Salary Rate: $24.93- $30.48

Overview

St. Francis Xavier University (StFX) is seeking an Exam Coordinator to join the Health, Counselling, and Accessible Learning Department. Reporting to the Manager of the Tramble Centre for Accessible Learning (TCAL), the successful candidate will play a critical role in coordinating testing accommodations for students registered with the TCAL. The successful candidate will have ongoing contact with students as well as instructors and various departments across the university campus.

Summary of Responsibilities

- Coordinates accommodated testing for students registered with the Tramble Centre for Accessible Learning
- Maintains the student data portal and assists students with booking of in-person tests, quizzes and exams.
- Works closely with instructors regarding testing needs of students, acquiring copies of tests/exams to be written.
- In conjunction with the program Manager, recruits, hires, arranges training, and scheduling proctors.
- Works closely with STFX ONLINE regarding TCAL students taking courses through their department.
- Works with other university departments to book alternate spaces for accommodated testing.
- Maintains ongoing data base of student records and testing requirements.

Qualifications/Skills:

- University degree, or a minimum three years' relevant experience in a post-secondary educational setting.
- Superior communication and organization skills.
- Proficiency in the forms of technology utilized by students who work with the Tramble Centre, as well as with software used to manage the Tramble Centre caseload.
- Work experience and educational background in the areas of disability, accessibility, and equity are an asset.
- Relevant experience demonstrating proficiency as a collaborative team member who can also work independently, multi-task and prioritize daily workload.

Application Instructions

Closing date for applications is May 10, 2024 at 5:00pm**.** To apply, please submit a letter of application and a resume in confidence to **Human Resources, StFX University at careers@stfx.ca**. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please

note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.