

## Program Assistant

### PURPOSE OF THE POSITION

To be responsible for the digitization of registration files.

**TYPE:** Fulltime

**HOURS:** 35

**SUPERVISOR:** Registration and Examination  
Coordinator

**# DIRECT REPORTS:** 0

**INDIRECT REPORTS:** 0

The College of Kinesiologists of Ontario is the body that regulates kinesiologists in Ontario. It is not a school, and it exists to protect the public. The College receives its authority from the *Kinesiology Act, 2007* and the *Regulated Health Professions Act, 1991*.

The College protects the public by:

- Setting requirements to enter the profession so that only qualified individuals can practise kinesiology.
- Maintaining on its website a list of individuals qualified to practise kinesiology, known as the public register, or Find a Kinesiologist.
- Developing rules and guidelines for kinesiologists' practice and conduct, including a code of ethics.
- Investigating complaints about kinesiologists' practice and disciplining when necessary.
- Requiring kinesiologists to participate in a quality assurance program to ensure that their knowledge and skills are up-to-date.

**Hours of work:** 35 hours per week

**Pay:** \$14 per hour

**Anticipated earliest start date:** October 1, 2018

**Official end date:** January 31, 2019

### KEY RESPONSIBILITIES

*Under the direction of the Registration and Examination Coordinator*

- This position reports to Registration and Examination Coordinator on the following duties:
- Responsible for digitization and organization of records/documents for upload onto enterprise document management system
- Work closely with records/documents in the registration department to prepare and organize physical records/documents to streamline the scanning process
- Work closely with system expert (IT) to ensure digitization equipment is properly set up to ensure smooth deposition of scanned records/documents into system.
- Work closely with system expert to ensure eFolders in system are created and tagged for receiving digitized records/documents.

- Ensure records/documents scanned are text recognized and tagged for searchability
- Facilitate end-user UAT (User acceptance testing) of digitized records/documents to address teething issues
- Ensuring Quality Assurance on members records
- Assist in collating lesson learnt throughout the digitization process
- Any other related duties assigned by reporting supervisor

Please apply by September 17<sup>th</sup>, 2018.