

Charity Village Posting  
Examinations Coordinator

As the regulatory body for the profession of naturopathy, the College of Naturopaths of Ontario supports the public's right to safe, competent and ethical naturopathic care. The College does this by setting requirements to enter the profession, establishing comprehensive standards, and administering quality assurance programs. Acting in the public interest, the College holds Ontario's regulated naturopaths accountable for their conduct and practice.

### **Overall Responsibilities**

Reporting to, and under the direction of the Manager, Examinations and Entry-To-Practise, the Examination Coordinator is responsible for providing administrative and strategic support for the ongoing development, maintenance and delivery of College examinations.

### **Accountabilities & Responsibilities**

- Assist in the smooth running of the Examinations unit as it relates to examination development, delivery and ongoing support by ensuring that all assigned duties are completed within the specified timelines;
- Coordinate all aspects of examination delivery, including the preparation of exam materials, and scheduling of examiners, invigilators and candidates;
- Provide onsite support at the examinations, including overseeing examiners and invigilators, performing exam site set-up, cleanup and transportation of examination materials to and from the exam site;
- Assist with ongoing examiner recruitment and training initiatives;
- Provide administrative support for implementing new exams under the direction of the Manager, Examinations and Entry-to-Practise;
- Liaise with vendors for the purchase of examinations supplies and facility rentals and set-up;
- Provide administrative support to the College's Exam Appeals Committee and exam working groups;
- Answer questions from applicants and members regarding exam processes;
- Process examination applications, and applicant and member requests for exam accommodations, deferrals and withdrawals as required;
- Update database and website content as required.
- Assist in providing information to applicants, members of the profession and the public;
- Other duties as assigned.

The Examination Coordinator will be extremely reliable with the commitment to take pride and ownership in all projects and initiatives. They must ensure that all work responsibilities are completed within set timelines and that the quality of work is outstanding.

### Qualities Include:

- Integrity, ability to be proactive, innovative and solutions oriented;
- Strong sense of accountability and initiative;
- Extremely strong organizational skills, including a practical ability to get things done, including balancing multiple demands, prioritizing and meeting tight deadlines;
- A team player with excellent multi-tasking skills who thrives in a busy environment;
- Attention to detail and planning abilities, including working to deadlines;
- Ability to adapt to new systems and processes quickly and effectively;
- High level of discretion, confidentiality and reliability is essential;
- Ability to maintain personal composure during times of stress;

- Flexible with a positive demeanor.

Required Skills and Experience:

- Superior organizational skills in handling multiple, concurrent priorities and tasks;
- High accuracy in all work;
- Excellent communication skills (both written and verbal);
- High level of computer literacy;
- Exam coordination, exam delivery or logistics experience is preferred;
- Regulatory College experience and fluency in French are assets.

Education & Experience:

- College Diploma, or equivalent work experience;
- Minimum three years related work experience.

Other:

- This position will require the incumbent to work several Sundays out of the calendar year to facilitate off-site delivery of the College's examinations, with travel to exam sites in North York and Vaughan

Posted April 2018

Experienced Non-Manager

\$44,000 - \$55,000