

# Contact North | Contact Nord

Ontario's Distance Education & Training Network  
Le réseau d'éducation et de formation à distance de l'Ontario

Contact North | Contact Nord is Ontario's Distance Education & Training Network. In partnership with Ontario's publicly-assisted education and training providers, we help Ontarians in small, rural and remote communities access English and French-language college, university, literacy and high school programs and courses without having to leave their community.

Contact North | Contact Nord is seeking an individual to fill the following part-time position:

**PART-TIME, ON-CALL JOB VACANCY**  
**Centre Assistant**  
**Exeter**

Reporting to the Director, Recruitment & Student Services, Southwestern Region and working out of our Exeter location, the successful candidate will:

- Greet and welcome students and clients upon their arrival
- Set up, maintain and troubleshoot computer equipment
- Provide new students with a formal orientation to centre operations and online learning
- Invigilate tests/exams
- Assist with scheduling issues
- Record statistics as required
- Assist with course and program data entry and review
- Open, close and secure the location as required
- Answer incoming calls, schedule appointments and maintain regular contact with clients and students
- Meticulously input and manage all information in our central database
- Research online courses and programs and prepare presentation packages
- Provide ongoing technical and moral support to students throughout their online studies

The successful candidate must possess:

- Secondary School Diploma
- Excellent customer service skills
- Exceptional communications skills (both oral and written)
- Ability to learn and troubleshoot educational technologies noted above
- Intermediate to advanced computer/technical skills

**Compensation:** \$10.25 per hour

**Hours:** Hours of work can range from 3 to 20 hours per week. Occasionally, hours may exceed the normal range and may include evenings and weekends

Qualified individuals are invited to e-mail a cover letter and résumé complete with references, prior to 4:30 p.m., Wednesday, May 01, 2013 to [exeter@contactnorth.ca](mailto:exeter@contactnorth.ca)

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