

**JOB TITLE**

Instructional Products and Programs Assistant

**COMPANY DESCRIPTION**

Paragon Testing Enterprises operates in the highly competitive and rapidly growing industry for English proficiency tests and their instructional products and services. As a subsidiary of The University of British Columbia located in Vancouver, British Columbia, Paragon aspires for its tests to become the Canadian tests of choice for immigration to Canada and for admission to Canadian universities and colleges via the implementation of cutting-edge practices; our drive for excellence and maximizing potential and expertise.

**POSITION SUMMARY**

The successful candidate will be responsible for supporting Paragon's Instructional Products & Programs (IPP) unit by helping with tasks required to successfully develop test preparation materials and administer preparation programs at Paragon. While this position may include some teaching, its primary focus is on providing support to developers and instructors.

This position reports to the Manager, Instructional Products & Programs.

**RESPONSIBILITIES**

- Input content in a variety of e-learning software and platforms.
- Assist with video and audio editing.
- Support online webinars and courses delivered by the IPP unit as required.
- Process applications and update registration lists.
- Conduct research regarding competing products and programs.
- Package and move boxes with instructional materials as required.
- Carry out administrative tasks such as data entry, filing, copying, scanning, etc.

**REQUIRED QUALIFICATIONS**

- Undergraduate degree from an accredited university in education, communications, English, or a related field.
- At least one year of ESL/EFL teaching experience.
- Excellent written and verbal communication skills.
- Proficient at MS Word and PowerPoint.
- Must be eligible to work in Canada.

**PREFERRED QUALIFICATIONS**

- Familiarity with Adobe InDesign, Photoshop, Illustrator, Acrobat.
- Experience with web conferencing software.
- Experience working in a dynamic, team-oriented environment.

**Start date:** November 2019

**Salary:** Commensurate with candidate's qualifications

**Employment type:** Permanent, full-time

**Competition closing date:** Until position filled

**Location of position:** Head Office at Broadway Tech Centre - Vancouver, British Columbia

**Application Instructions**

Interested applicants should apply online at: <https://secure.collage.co/jobs/paragontesting/12852>.

A resume and cover letter are required to be submitted as part of your application. Interviewing candidates will begin as soon as suitable applications are received.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.