

BERMUDA COLLEGE

The mission of the College is “Setting Bermuda’s Students on the Paths to Success”. We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

The Office of Registrar is seeking applications from qualified persons to fill the following post for the Fall Semester 2018.

TEST CENTRE ADMINISTRATOR

The Test Centre Administrator works in a fast-paced professional Test Centre, ensuring the integrity of our testing services. The Test Centre Administrator upholds the Registrar Office standard for integrity by providing the College’s students and clients with secure and clean testing locations—enabling them to pursue their testing needs in controlled and comfortable environments.

Main Duties and Responsibilities:

- ◆ Organize, schedule and manage a roster of invigilators;
- ◆ Manage all aspects of the College’s computer-based Test Centre, including administrative duties pre- and post-test taking;
- ◆ Greet students, clients and candidates; verify candidate identification;
- ◆ Invigilate exams, monitor the examination process and associated duties in accordance with the Registrar Office policies and guidelines;
- ◆ Draft procedures and guidelines for Test Centre usage and other unfolding issues;
- ◆ Manage computer accessibility matters; maintenance and stock, in cooperation with the IT Department.

Qualifications and Experience:

- ◆ A minimum of an Associate’s Degree or College Certificate or Diploma;
- ◆ A minimum of three (3) years’ relevant experience in a similar environment and in a college setting;
- ◆ Customer-service related experience with ability to communicate effectively with the public, from a position of authority;
- ◆ Strong commitment to working with adult learners, and able to maintain confidentiality;
- ◆ Ability to read, interpret and communicate testing instructions and operational and maintenance instructions;
- ◆ Knowledge of computerized testing and computer systems; knowledge of Excel is an asset;
- ◆ Must be flexible with time, as post requires working occasional early mornings, and some evenings and weekends.

Salary Range: BCS 20 \$71,454.25 to BCS 22 \$76,910.78

The Division of Nursing & Allied Health is seeking applications from qualified persons to fill the following teaching position for the Fall Semester 2018.

NURSING & ALLIED HEALTH DIVISION

Adjunct Faculty - Nursing Education

Responsibilities: Responsibilities include Long Term Care, Medical, Surgical, Family Health and Psychiatric Nursing at the introductory level. Adjunct Faculty members will also be required to supervise clinical experiences. These include a *minimum* of one day per semester in the clinical laboratory or in one of the health care organizations.

Qualifications: A minimum of a Master’s of Science in Nursing. Applicant must be registered with the Bermuda Nursing Council. Eligibility for a nursing licensure in the State of Vermont is also required. Candidates with college teaching experience and additional certification in a nursing specialty and /or an appropriate terminal degree will be given preference. Additionally, candidates must have current certification in *Cardiopulmonary Resuscitation (CPR)* and proven competency in ‘Manual Handling’.

The salary is determined by education qualifications and teaching experience using the College’s Faculty Salary Matrix

Resumes should be submitted to:

Lauren Alleyne, Officer, Human Resources & Development

Bermuda College, P.O. Box HM2718, Hamilton HM LX, Bermuda College or humanresources@college.bm

Please send, along with your resume: At least two (2) recent written, work and character references which include contact information. Persons providing a work reference must be able to assess from their experience, your qualifications and experience. Official transcripts & copies of relevant certificates from recognized institution.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: July 27, 2018