

**NSWOC Program - Marker**

Responsible for the marking of specific preceptorship-related assignments such as but not limited to the Preceptorship Assignment – Personal Reflection, Assignment in Lieu of Continence Preceptorship, NSWOC Program Continence Workshop Assignment, or Self-Directed Preceptorship Assignments using a pre-established marking rubric.

Position reports to the WOC Institute Preceptorship Manager.

**Responsibilities**

Each assignment in graded out of 100% using a pre-established marking rubric.

* The assignments are submitted in Dual Code by the student who notifies the Preceptorship Manager.
* The Preceptorship Manager forwards the assignment to the marker.
  + The marker grades the assignment inserting comments using the Track Changes feature and completes the pre-established rubric.
  + The marker is expected to mark the assignment within 2-3 weeks of receiving it. If for some reason, this is not possible, the marker must notify the Preceptorship Manager of the expected length of delay.
* The marker returns the graded assignment and rubric to the Preceptorship Manager.

**Required abilities**

1. Fluent in English both oral and written (bilingualism would be an asset).
2. Excellent professional communication skills both oral and written.
3. Basic computer skills (Microsoft Word and Excel), comfortable in sending and receiving emails and attaching documents to emails.
4. Excellent organizational skills.
5. NSWOC background is mandatory and specialty-specific background for certain assignments would be an asset.

**Computer Requirements**

Up to date computer (PC or MAC)

High speed internet

**Hours of work**

As this is a web-based program, schedule and hours of work are flexible (between 10- 15 hours per month) and some periods during the term will be busier than others.

**Agreement**

Negotiable 3-year renewable agreement.

**Remuneration**

$40.00 per hour