

TITLE: Admissions Assessor(s)  
DEPARTMENT: Admissions  
CLASSIFICATION: Independent Contractor(s)

*Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy.*

## **SCOPE OF SERVICES**

Reporting to the Director of Registration, the Admissions Assessor(s) provide(s) analysis and recommendations on the academic and experience qualifications of applicants. This contract position serves to ensure that public interests are met by confirming that applicants have met the academic and experience qualifications for registration according to legislation and EngGeoMB admission policies. The Admissions Assessor provides subject matter expertise, analysis, and support in evaluating applications in relation to legislation, policy, and procedural fairness.

### **Service Requirements**

- Evaluate and determine if applicant's academic and/or experience records, competencies, reference/validator information meet the requirements for registration.
- Recommend applications for approval, refusal, or deferral to the Academic Review Committee and Registration Committee, based on supporting information pertaining to registration qualifications met/not met by the applicant.
- Evaluate whether English language competency of specific applicants meets the requirement for registration in situations where additional discernment is required over-and-above that provided by non-professional staff.
- Assess level of specialized engineering or geoscience subject matter knowledge required to provide a fair, thorough assessment of an applicant's academic or experience qualifications for registration. As needed, engage with the Academic Review Committee or appropriate competency-based assessment (CBA) assessors to conduct a second evaluation.
- Evaluate Specified Scope of Practice License (engineering/geoscience licensee) applications and the proposed scope of practice to determine if registration requirements are met and provide recommendations.
- Prepare applicant assessment documents for committee review using provided assessment criteria and templates.
- Apply sound judgement to determine when to escalate applications to committees or management concerning special circumstances that may not align with policy.
- Participate in identifying process improvements and assist in developing and/or enhancing policies, procedures and programs for the evaluation of academic and/or experience requirements for registration.

### **QUALIFICATIONS:**

- A Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) designation, registered in Manitoba or eligible for registration in Manitoba is a minimum requirement.
- Minimum of 5 (preferably 6 to 10) years professional experience (post licensure).
- Varied experience in different areas (i.e. academic, technical, project management, etc.) or fields is considered a highly valuable asset.

- Experience in a regulatory environment, including volunteer experience with EngGeoMB (especially as a volunteer with the academic or experience review or competency-based assessment process) is considered an asset.
- Superior computer skills including demonstrated competence in Microsoft Office.
- Excellent written and oral communication skills and abilities.
- Significant skill in policy and legislative analysis.
- An ability to understand, interpret, and apply the legislation, regulations, and policies governing the evaluation of an applicant's engineering and geoscience qualifications.
- Skilled in applying fair and consistent evaluations and decisions.
- Proven ability to collaborate with others to ensure a healthy and supportive work environment.
- Build trusted connections and maintain effective relationships both internal and external to EngGeoMB.
- Model effective, constructive, and respectful communication and interactions with internal and external contacts.
- Demonstrate self-awareness, accountability, and personal capacity.
- Support progress and demonstrate adaptability and resilience in response to change or unfavorable situations.
- Demonstrated business focus and commitment to helping others be successful.

#### **WORK ARRANGEMENTS & SUPERVISION:**

The contractor will work with the Director of Registration for the Admissions department of EngGeoMB. While the contractor can decide on how, when, and where to perform the work, all Assessments must be completed by the contracted professional member due to the nature of the project. The contractor is responsible for providing their own computer and internet access. Access will be given to the EngGeoMB online database, the online competency reporting system, and SharePoint.

#### **COMPENSATION:**

Services will be paid on a negotiated fee per completed assessment and an hourly rate paid for meetings and preparation. A letter of agreement will be prepared outlining the terms and conditions. The contractor must provide monthly invoices for work completed.

#### **POSITION TERM:**

Starting date to be determined. Term length is 1-yr, renewable.

#### **Estimated Volume:**

Academic Assessments: 20-30/month

Experience Assessments: 15-20/month

#### **INTERESTED CANDIDATES SHOULD FORWARD A COVER LETTER OF APPLICATION AND RESUME TO:**

Director of Operations  
Engineers Geoscientists Manitoba  
870 Pembina Hwy,  
Winnipeg, MB, R3M 2M7  
[Info@EngGeoMB.ca](mailto:Info@EngGeoMB.ca)

Closing Date: July 13, 2025