



Job Posting Date: June 6, 2019

Company Operating Name: Paragon Testing Enterprises Inc.

Business Address: 110 - 2925 Virtual Way, Vancouver, British Columbia, Canada V5M 4X5

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

Language of Work: English

Position Title: Test Research Lead

Terms of Employment: Full-time, Permanent

Wage Range: \$90,000.00 - \$120,000.00 per annum (commensurate with experience and qualifications)

Hours of Work: 40 hours per week; may be required to travel and work extended hours

Benefits: Extended health, dental, life insurance, matching RRSP/DPSP, professional development

Reports to: Vice President, Test Research and Development

Paragon Testing Enterprises Inc. is a subsidiary of The University of British Columbia that specializes in English language proficiency testing.

OBJECTIVE

Paragon Testing Enterprises Inc. ("Paragon") is seeking an exceptional individual ("**Test Research Lead**") who will work closely with the members of the company's Test R&D division to design and carry out research on the company's existing tests, tests that it might wish to acquire, and tests that it might develop or innovate over time. Paragon's reputation as a testing agency depends very critically on how well its tests satisfy the standards of both the testing industry and the academic profession as evidenced by the results of this research.

The Test Research Lead will report to the Vice President, Test Research and Development.

RESPONSIBILITIES

Paragon is seeking an individual who is well qualified, experienced, and excited about contributing to the company's activities in the following areas:

Test Research

- Planning and carrying out systematic and timely research on the company's existing tests to ensure that tests and test scores are adhering to all professional standards in the industry including relevance, reliability, and validity;
- Participating directly, and encouraging other Test R&D staff to participate in conducting test research discussed and/or published in public forums that advances the state of knowledge of Paragon's tests;
- Disseminating test research results to end-users of the company's tests including publishing summaries of test research results in publicly available locations and translating the results into



innovations that enhance the quality of the tests, their performance in the views of end-users, and their profitability; and

- Defining and working with corporate and legal services for appropriate intellectual property protection based on developmental work and research activities.

Research Supporting Test Product Acquisition, Development, and Innovation

- Conducting research that supports Paragon's activities related to product acquisition or development; and
- Conducting research that supports Paragon's activities related to product and test delivery innovation.

OTHER RESPONSIBILITIES

Special Projects

The Test Research Lead will contribute to or lead special projects as required. These projects include periodic reports or proposals to and requests for information or analysis from the existing end-users of Paragon's tests such as Immigration, Refugees and Citizenship Canada and national educational organizations such as Universities Canada and Colleges and Institutes Canada. They also include projects that require investigation or feasibility studies for potential new or significantly revised tests for new end-users.

Corporate Communications

The Test Research Lead is expected to participate as part of the company's communications and relations with regulators, test takers, end users, professional associations, educational associations, and testing researchers. This individual will engage with Paragon's many stakeholders proactively to enhance the company's reputation both within the testing industry and within scholarly circles. This engagement will occur through participation in conferences, publication of reports and articles on Paragon's tests and their contribution to the testing industry, and advocacy of quality scholarship, research, and innovation within a practical, operational, and commercial context.

REQUIREMENTS

Academic

Qualified candidates will have attained a Doctorate Degree from an accredited post-secondary institution in assessment, psychometrics, or a closely related field. Knowledge of and experience in language assessment will be considered an asset.



Experience and Skills

- Minimum of 3-5 years of experience contributing to the fields of test development, assessment, and/or product innovation; experience in the testing industry for language or other types of assessments is preferred;
- Experience in leading and motivating staff to achieve organizational goals;
- Proven track record of academic scholarship and publication in the fields of test development, assessment, product innovation, and/or test research;
- Highly effective oral and written communication skills including a proven track record of communicating technical knowledge to non-professional audiences;
- Ability to exercise tact, discretion, confidentiality, and to provide and respond to critical feedback;
- Ability to work under pressure to meet deadlines and as a member of team;
- Ability to work with, mentor, and motivate junior employees; and

Other Requirements

- Possess Canadian citizenship, Canadian permanent residence, or have a valid work permit in Canada. Applicants who do not have one of these statuses will only be considered in the case of exceptionally qualified candidates.



HOW TO APPLY

Interested applicants should send their applications to either the email address or the mailing address below.

Email address: careers@paragontesting.ca - Mention "Test Research Lead" in the subject line.

Mailing address:

110-2925 Virtual Way (Box 17)
Broadway Tech Centre
Vancouver, BC, Canada V5M 4X5

The application should be accompanied by the following information:

1. A statement of interest that explains why the applicant is interested in the position and feels qualified and suitable for the position.
2. An up-to-date resume/curriculum vitae that summarizes the candidate's academic and professional qualifications and credentials for the position and all relevant work experience, publications, and research projects. Candidates are asked to include the starting and ending dates for all academic degrees, credentials, and employment periods.
3. At least three references and their contact information who Paragon may contact should it wish to learn more about your past academic or work history. References will only be contacted after the candidate has given permission to do so.

Interviewing candidates for this position 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.

By applying to this posting, you consent to the collection, use, and necessary disclosure of your personal information for the purposes of recruitment. Paragon respects the privacy of all applicants and confidentiality of personal information.

Competition Closing Date: Until position is filled.