



Insurance Institute

Director, Examinations

The Insurance Institute of Canada is the premier source of professional education and career development for the country's property and casualty insurance industry. Established in 1899, the Institute is a not-for-profit organization serving more than 39,000 members across Canada through 19 volunteer-driven provincial institutes and chapters. Over 20,000 of these members are students and more than 17,000 are graduates who have earned the Chartered Insurance Professional (CIP) designation or Fellow Chartered Insurance Professional (FCIP) designation. The Institute helps its members thrive professionally by creating a rich learning environment with multiple study options. The Institute sets the syllabus of p&c insurance studies, produces the appropriate Canadian texts, holds national examinations, and elects graduates.

The Insurance Institute of Canada is always thinking ahead when it comes to enhancing the knowledge and skills of professionals working in the property and casualty insurance industry. It is designing new programs to keep its members on top of emerging issues and topical industry information. It is also exploring new learning technologies to deliver education in ways that fit with members' busy lives and enhance their learning. The Director, Examinations, will build on the Institute's success in the on-going professional development of its members and lead new initiatives that will ensure that the Institute fulfills its vision to be the premier provider and authority on professional development within the property and casualty insurance industry.

Leading a team of management, professional and administrative staff, the Director, Examinations, is responsible for setting the direction for the assessment of learning for Institute designations, academic programs and licensing. Specific responsibilities include: the development, administration, and marking of examinations; determination and dissemination of grades; appeals; graduates; prizewinners; credits; special needs accommodation; and student records. The Director, Examinations is also accountable for: upholding academic standards; enforcing examination rules and regulations; administering disciplinary procedures for academic dishonesty; and the equitable application of policies and procedures.

You have held a similar or related role and have a strong knowledge of educational technologies such as learning management systems, exam platforms, student information systems, et al. The ideal candidate will have experience developing a variety of models of "high stakes" exams or assessments. Customer-focused, highly-organized and goal-oriented with excellent oral and written communication skills, you have the skills to lead teams in dynamic, best practices environments. You most likely have a graduate degree in adult education or a relevant field. The ability to work in both official languages would be an asset. This is an exceptional opportunity to bring your education, experience and passion for adult education to an organization that is constantly growing, learning and evolving with the industry.



To be considered, please provide a letter of application and resume to Louise Sidky (416 - 572-7658) at Sidky Myron & Associates via email at candidateiic@sidkymyron.ca. All responses will be acknowledged. Sidky Myron & Associates, Davisville Centre, 1920 Yonge Street, suite 200, Toronto ON M4S 3E2. www.sidkymyron.ca