

# JOB POSTING

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**THIS AD IS FOR CUPE UNIT 2 positions.**

**You must be a registered Student at Trent University in order to apply.**

The Department of **Biology** invites applications for **CUPE 3908 Unit 2 Proctors** for the 2024-2025 academic year. Positions listed in this posting are for the **Fall 2024 term**.

The hourly rate of pay is in accordance with the CUPE 3908 Unit 2 Collective Agreement and may be found in Appendix A Wage Rates on page 57 of the [CUPE Unit 2 collective agreement](#) (subject to ratification).

**Proctor or Invigilator** shall be defined as an enrolled Trent University Student whose assigned duties are aiding Course Instructors in the administration of exams by:

- Handing out blank exam booklets before the exam;
- Collecting unused exam booklets after the exam;
- Being present in the exam room for the scheduled duration of the exam.
- Being aware of Trent's academic integrity policies.

## **Courses Proctor Positions:**

- BIOL-1030H-W: Foundations of Cellular & Molecular Biology
- BIOL-3080H: Molecular Biology

## **Qualifications:**

- Must be a current Trent University Student that is either a Graduate student, or a fourth year Undergraduate student.
- Must be able to attend Exam during its scheduled time as outlined in the [Exam Schedule](#).
- Prior demonstrated experience with the course content considered an asset.
- Experience as a Student Lab Demonstrator or Academic Assistant considered an asset.

## **Application:**

Applicants should send a

- A current resume (PDF or Word document)
- A copy of their latest Academic Summary (unofficial transcript)

Submit Resume to:

**Department of Biology, [biologyjobs@trentu.ca](mailto:biologyjobs@trentu.ca)**

Enquiries may be directed to Katie Horlock-Roberts at [biologyjobs@trentu.ca](mailto:biologyjobs@trentu.ca);  
**Deadline for receipt of applications is Sunday November 24 at 11:59 PM. Positions will remain open until filled.**

All positions are subject to budgetary approval by the Dean's office.

**THIS AD IS FOR RETURNING TRENT STUDENTS ONLY**