**JOB POSTING**

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

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

The School of Business invites applications for **CUPE 3908 Unit 2 Proctors** for the 2024-2025 academic year. Positions are at various times during the Academic Year 2024-2025

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](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/CUPE%202%20Collective%20Agreement%202021-2024%20FINAL_1.pdf).

**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.

**Positions may exist for the following Peterborough Campus Courses:**

Prof. Maeda- ADMN 3230H-A-July 3rd – 6:00pm to 8:00pm

**Qualifications:**

* **Be enrolled in undergraduate or graduate studies at Trent University. (Or returning this Fall)**
* **Have good organizational skills and attention to detail.**
* **Able to supervise multiple students sitting the exam.**
* **Taken the course sitting through the exam preferred.**
* **Have experience proctoring preferred.**

**Application:**

Applicants should send a

* Resume
* A copy of their latest Academic Summary

Submit Resume to:

Prof. Maeda

admnjobs@trentu.ca

Enquiries may be directed to **Eddie Gluck** by;

E-mail: **admnjobs@trentu.ca** or by phone : 705 748 1011 ext. 7492

**Deadline for receipt of applications July 2nd 8:00am**

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY