**JOB POSTING**

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

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

The Department of **Economics and School of Business** invites applications for **CUPE 3908 Unit 2 Proctors** for the 2023-2024 academic year. Positions are at various times during the Academic Year 2023-2024

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 Durham Courses:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professor** | **Course** | **Date** | **Start Time** | **End Time** | **Total Hours\*** |
| Carolee Rigsbee | ADMN 2010H-A | 3rd July | **3:30pm** | **5:00pm** | **1.5hr+30min** |
| Kaz Anwar | ADMN 3230H-A | 8th July | 10am | 11am | **1+30min** |
| Christine Brown | ADMN 3500H-A | 3rd July | 12:30pm | 2:30pm | **2.5hr+30min** |

**\*Proctors must arrive 15 mins early and stay 15 mins after the exam to help the professor. Proctors will be compensated for this additional time.**

**Qualifications:**

* Be enrolled in undergraduate or graduate studies at Trent University.
* Have good organizational skills and attention to detail.
* 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: [pgcjobs@trentu.ca](mailto:pgcjobs@trentu.ca)

**Please specify the class and section**.

Byron Lew

Director, School of Business

Chair, Department of Economics

705 748 1011 ext. 7492

Enquiries may be directed to **Abhishek Nigam** by;

1. mail: [**pgcjobs@trent.ca**](mailto:pgcjobs@trent.ca) or by phone : 705 748 1011 ext. 5233

**Deadline for receipt of applications: 7 March 2024 or until position is filled.**

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY