Posting
INVIGILATOR (MIDTERM EXAMS) – Winter 2019

Hiring Unit: Department of Biochemistry

Assignment:
- BIOC 212 – 3 hours (6:30pm – 9:30pm)
- BIOC 312 – 3 hours (6:00pm – 9:00pm)
- BIOC 458 – 3 hours (6:00pm – 9:00pm)

Hourly Wage: Minimum $13.25 - $15.00 + 4% vacation pay

Exam period Start Date:
- BIOC 212 – Wednesday, February 20, 2019
- BIOC 312 – Wednesday, February 27, 2019
- BIOC 458 – Wednesday, February 20, 2019

Exam period End Date:
- BIOC 212 – Wednesday, February 20, 2019
- BIOC 312 – Wednesday, February 27, 2019
- BIOC 458 – Wednesday, February 20, 2019

Date of Posting:
(post for 5 calendar days minimum) Tuesday, January 22, 2019

Deadline to Apply (posting expires): Friday, February 15, 2019

PRIMARY DUTIES

Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly. Administers the delivery of the exams and documentation. Handles students’ problems. Ensures that students comply with regulations with respect to exams. Responsible to report any behavior by students or others that does not comply with University regulations. Ensures that all mobile and web-accessible electronic devices are collected from the students prior to the start of the examination and returned upon their departure. Ensures that students are accompanied to the washroom. Alerts professor when students have a question. At the end of the examination period, collects all exam materials and ensures nothing is left behind in the examination room(s). Responsible for reporting back to the professor and ensuring delivery of the exams.

EDUCATION/EXPERIENCE REQUIRED

High School Leaving Certificate/Diploma (minimum requirement).

OTHER QUALIFYING SKILLS & ABILITIES

Must be client-focused and service oriented. Punctual. Demonstrated excellent communication and organizational skills, and an ability to transmit and receive information accurately. Demonstrated ability to listen and efficiently assist clients with problems. Ability to follow instructions and to work independently and as part of a team. Ability to act in an acceptable manner so as not to disrupt students writing the exams. English, spoken and read. French an asset.

HOW TO APPLY

Please submit your application form to: undergrad.biochem@mcgill.ca and refer to posting #: 2019Winter_MIDTERM EXAMS

TO APPLICANT:

‘An Employee working in a different position than the one covered by the present Collective Agreement must inform their supervisor in writing, on the application form, of any other assignments presently held at the University’

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.