

Temporary Assignment AMUSE	
Position Title:	Exam Administration Assistant (EAA), GCPA Program
Hiring Unit:	Desautels Faculty of Management
Hours:	Approx.. 10-15/week
Hourly Wage:	\$13.75
Duration:	April 16 – July 31, 2018
Date of Posting:	
Deadline to Apply:	
Job Summary	
<p>The position involves assistance with exam administration in the GCPA and other related clerical duties as determined by the GCPA office staff. The EAA will assist in the administration of weekly exams in the Program. Exams in the GCPA are written on computers using Secureexam software. The position involves learning the software, attending all exams to assist students with technical issues. Once written all exams are emailed to the EAA who unencrypts them and prepares them to be distributed for grading.</p> <p>Other tasks include liaising with students, graders and instructors.</p> <p>Hours: Hours vary by week and are expected to be in the 10 – 15 hour range per week.</p> <p>Time period. Ideally the candidate will be available in last week of April for some limited duties and preparation. The program runs from May 2nd to the end of July. There may be some potential for hours in early August.</p>	
Main Duties & Responsibilities	
<ul style="list-style-type: none"> ➤ The position involves learning the software. ➤ Attending exams to assist students with technical issues. ➤ Once written, all exams are emailed to the EAA who unencrypts them and prepares them to be distributed for grading. ➤ Other tasks include timesheets preparation, answering emails, liaising with students, graders and instructors. 	
Minimum Education and Experience Required	
<p>High School Diploma with one year of relevant work experience in the field of work. The candidate must be a McGill student, preferably from the Faculty of Education.</p>	
Other Qualifying Skills & Abilities	
<p>Knowledge of Word and Excel and willingness to learn the Secureexam software. Ability to deal professionally with students and staff and to work independently. Excellent attention to detail.</p>	

HOW TO APPLY

Please submit your resume and cover letter to: gcpa.mgmt@mcgill.ca

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.