



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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INVIGILATOR: SCHOOL OF THE ARTS

Job ID	27833-4020	
Web Address	https://careers.indigenous.link/viewjob?jobname=27833-4020	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-07-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

INVIGILATOR - SCHOOL OF THE ARTS Job Summary:

Performs the set-up of examination rooms and monitoring of students during examinations according to established procedures. The invigilator's purpose is to ensure all students write tests and exams under uniform conditions, in an orderly and undisturbed manner. The ability to be alert and move around the exam location is key. You must be able to follow instructions. You must be able to work alone or in a group. This is a casual position: hours are very occasional and will be dependent on your availability. Pay is \$14 per hour. Application deadline: September 20,

2019

- Accountabilities:
1. Distribute, collate and collect examination papers, answer booklets and associated exam materials.
 2. Monitor students during examinations and escort students as required.
 3. Respond to inquiries from students, faculty and academic departments based on established guidelines and escalate as required.
 4. Ensure adherence to examination regulations.
 5. Administer student sign-ins
 6. Complete and submit incident reports as required.

In addition to the above, this role may be responsible for:

7. Acting as a Scribe for students according to what the student is dictating
8. Acting as a Reader and read examination papers clearly
9. Making pre-scribed announcements throughout the examination period.
10. Review identification of and return completed examination materials to authorized faculty or academic personnel
11. Set-up test and examination arrangements including technical support.

Qualifications:

Education: High school diploma or equivalent.

Experience: Prior customer service experience is preferred. Reading and writing of the English language is mandatory.

Working Conditions:

Prolonged periods of standing, walking and handling of paperwork.

Prolonged periods of monitoring students.

For more information, visit McMaster University for INVIGILATOR: SCHOOL OF THE ARTS

