



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

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

EXAMINATION INVIGILATOR/PRESIDER, OFFICE OF THE RE

Job ID	23925-7120	
Web Address	https://careers.indigenous.link/viewjob?jobname=23925-7120	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-01-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Examination Invigilator/Presider, Office of the Registrar (Temporary/Casual) We are looking for mature, responsible, reliable and committed individuals who are fluent in English (spoken and written) and can communicate effectively (read clearly). Individuals who are able to work in a stressful environment; handle difficult situations; resolve problems; oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Ability to lift materials in boxes/bags (which may be a variety of sizes and weight) is required. Examination Invigilators/Presiders are bound by the Academic Regulations as set by McMaster University policies. Must be able to work independently or as part of a team. Current undergraduate students or full-time employees are NOT eligible for this position. Main Duties: Duties include responsibility for security, confidentiality, administration and supervision of final examinations. Responsibilities may include some or all of the following tasks: Distribute and collect examination papers, answer booklets and associated materials at the beginning and end of each examination Ability to read out loud, clearly, at a normal pace, with good pronunciation Make announcements at the start and end of examinations Supervise the admission of students into the examination rooms and help students find their allocated seats quietly and efficiently Respond to student questions Ensure that seating plans are complete Escort students to and from washroom facilities Ensure adherence to examination regulations Address and report any suspicious behaviour or cheating Ensure the examination room is clear and tidied for the next time slot Able to deal with difficult or urgent situations

If you are interested in working with students who require accommodations and have volunteer or work experience, duties include all of the above combined with: Assist students with reading and writing Accurate typing skills required for the role of Scribe and ability to type only what the student is dictating Ability to read clearly with good pronunciation for the role of Reader. Read only the words on the examination paper without changing or adding words or assisting the test-taker in selecting a response

Winter Term final examinations take place April 11th to April 29th, 2019. Candidates must be able to work Monday to Saturday anywhere from 8:30am to 10:30pm. Examination Invigilators/Presiders are normally scheduled from 8:30am to 3:30pm or 3:30pm to 10:30pm. Hours are assigned on the basis of need, determined by the number of examinations scheduled and on the availability of the incumbent. Minimum number of work hours cannot be guaranteed. Must be able to commit to working throughout the entire examination period. Before the start of the examination period candidates selected to work as Examination Invigilators/Presiders are required to attend a mandatory (paid) orientation/training session and complete or have completed the EOHSS (Environmental & Occupational Health Support Services) required safety training. For new employees that have not previously completed EOHSS training at McMaster, three and a half hours will be paid for the successful completion of all required EOHSS training modules. Selected applicants will be contacted by e-mail.

For more information, visit McMaster University for EXAMINATION INVIGILATOR/PRESIDER, OFFICE OF THE RE