**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 **add your Departmental name** invites applications for **CUPE 3908 Unit 2 Proctors** for the 20xx-20xx academic year. Positions are at various times during the Academic Year 20xx-20xx

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.

**Qualifications:**

**Note, this area is for the Department to State the qualifications required.**

**Application:**

Applicants should send a

* Resume
* A copy of their latest Academic Summary

Submit Resume to:

Name of Chair of the Department

Department/ Program Name

Department Location

Department telephone contact number

Enquiries may be directed to **add contact name** by;

E-mail: **add email address** or by phone : **add** **phone number and extension**

**Deadline for receipt of applications add deadline for receipt of applications**

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY