

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 **Biology** invites applications for **CUPE 3908 Unit 2 Proctors** vacancies for the 2026-2027 academic year. Positions are at various times during the **Fall 2026 Term**.

The hourly rate of pay is in accordance with the [CUPE 3908 Unit 2 collective agreement](#) Appendix A Wage Rates: \$19.85/hr + 4% vacation pay.

Proctor or invigilator shall be defined as an enrolled Trent University Student whose assigned duties are aiding Sessional Faculty 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.

Position(s) Available:

- BIOL-2050H-A: Introduction to Genetics (PTBO)

Qualifications:

- Registered Trent University student and enrolled in the Fall 2026 term: Graduate students preferred; fourth year Undergraduate students (minimum 15 credits completed) are also eligible.
- Must be able to attend the quiz, test, and exam times scheduled for the course. Please refer to the [Academic Timetable](#) for lecture times. Anticipated dates are: October 6, November 3, and November 24.
- Prior demonstrated experience with the course content considered an asset.
- Experience as a Student Lab Demonstrator or Academic Assistant considered an asset.
- Previous proctoring experience considered an asset.

Application:

Applicants should send a

- A current resume (PDF or Word Document)
- A copy of their latest Academic Summary (unofficial transcript)

If you are applying to more than one position, please submit an application for each position and indicate the course code in the subject line of your email.

Submit Resume to:
Department of Biology
Life & Health Sciences Building
2130 East Bank Drive
Peterborough, ON
K9L 1Z8
705-748-1011 ext 7424
biologyjobs@trentu.ca

Enquiries may be directed to Katie Horlock-Roberts at biologyjobs@trentu.ca.
Deadline for receipt of applications Wednesday September 9 at 11:59pm. Positions will remain open until filled.

All positions are subject to budgetary approval by the Deans' Office.

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY