

JOB POSTING

THIS AD IS FOR CUPE UNIT 2 positions.

You must be a registered Student at Trent University in order to apply.

The School of Business, Department of Economics invites applications for **CUPE 3908 Unit 2 Proctors** vacancies for the 2026-2027 academic year. Positions are at various times during the Academic Year 2026-2027.

The hourly rate of pay is in accordance with the [CUPE 3908 Unit 2 collective agreement](#) Appendix A Wage Rates: \$19.27/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.

The following **Peterborough Campus** positions are available:

Course Code	Professor	Exam Date	Start Time	End Time	# of Positions Available	Hours per Position
ADMN-3221	A. Mahmood	July 2, 2026	5:30pm	8:30pm	up to 2	3hrs
ADMN-3221	A. Mahmood	July 23, 2026	5:30pm	8:30pm	up to 2	3hrs

Note: Under the direction of the professors, proctors may be required to dedicate up to 1 hour for set up and tear down of the exam.

Qualifications:

Applicants are preferred to have completed the course with a minimum grade of 70%. A minimum cumulative average of 75% is required. Prior proctoring experience will be valued in assessment of qualifications but is not a requirement.

Application:

Applicants to send a Resume and a copy of your latest Academic Summary.

- Subject line to include: Location, Proctor, your First/Last name, and Course # (e.g. PTBO, Proctor, John Smith, ADMN-2100)

Submit Resume to: admnjobs@trentu.ca

Inquiries may be directed to: admjobs@trentu.ca

Deadline for receipt of applications: Monday, June 29, at Noon (12pm).

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY