

WI 26 JOB POSTING

THIS AD IS FOR CUPE UNIT 2 positions.

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

The School of Business invites applications from Graduate students and fourth-year Undergraduate students for **Proctors** for **Winter 2026 final examinations** in **Durham**. The primary purpose of the Exam Proctor position is to ensure the academic integrity of the examination as specified in Trent University's Academic Integrity Policies.

Positions are at various times during the examination period which runs from April 10 – April 23, 2026. Examination start times are at 8:00am, 11:00am, 3:00pm, and 7:00pm. Proctor shifts begin 30 minutes prior to the official examination time with a duration of up to 4 hours.

Successful applicants are required to attend an in-person, one-hour mandatory (paid) training session that will take place before the start of the examination period. Training sessions will be offered between March 23rd and April 2nd on weekdays at 10:00am.

The hourly rate of pay is in accordance with [CUPE 3908 Unit 2 Collective Agreement](#) Appendix A Wage Rates: \$19.27/hr + 4% vacation pay.

Proctor 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:

- Registered Trent University student: Graduate students preferred; fourth-year Undergraduate students (minimum 15 credits completed) are also eligible.
- No record of academic integrity violations.
- Able to circulate quietly and comfortably around the examination room during the examination.
- Capable of maintaining alertness and attentiveness for the full duration of the examination to effectively monitor student activity.
- Strong verbal communication skills.
- Able to respond calmly and professionally to students experiencing stress or anxiety.
- Confident in enforcing academic integrity policies and procedures with fairness and consistency.
- Reliable and punctual, with a commitment to timely arrival and readiness for all scheduled shifts.
- Previous proctoring experience is an asset.

- Must be available to attend a mandatory 1-hour, in-person training session.

Application:

- Resume
- A copy of your latest Academic Summary
- Please ensure you do not have any exam conflicts for the time you are applying for
- Please title the email subject as “Last Name, First Name – Proctor Application, Campus Location, Course number(s).

Submit application by email to: admnjobs@trentu.ca

Inquiries may be directed to admnjobs@trentu.ca

Deadline for receipt of application: Noon (12pm), March 16, 2026.

Employees registered as students at Trent University are eligible to work up to 24 hours a week, providing they comply with other relevant guidelines/policies, such as Graduate Student Status, Trent Work Study Program, Work Permits, Employment Standards, etc.

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY

Section	Title	Exam Date	Location	Exam Start	Exam Length	Hrs Req'd (up to)
ADMN-2221H-A	Fund Managerial Accounting	Monday, April 13, 2026	DRA A107	3:00PM	3hrs	3.50hrs
ADMN-3200H-A	Financial Management	Wednesday, April 15, 2026	DRA A116	11:00AM	2hrs	2.50hrs
ADMN-2230H-A	Human Resource Management	Friday, April 17, 2026	DRA A107	3:00PM	2hrs	2.50hrs
ECON-1020H-A	Introductory Macroeconomics	Wednesday, April 15, 2026	DRA A107	7:00PM	2hrs	2.50hrs