

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 **Trent/ Fleming School of Nursing** 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: \$19.85/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:

Proctor – NURS 1100H – 1 Position

Examination Schedule:

- Thursday, October 22, 2026: 2.30pm – 5.30 pm
- Friday, October 23, 2026 : 12.30pm – 3.30 pm

Qualifications:

Required

- Registered Trent University student.
- Strong attention to detail.
- Ability to maintain confidentiality and professionalism.
- Strong communication skills.
- Previous experience as a proctor, teaching assistant, tutor, or student support worker preferred.

The successful applicant will be required to maintain strict confidentiality regarding student information and examination materials.

Application:

Applicants should send a

- Resume
- A copy of their latest Academic Summary

Submit Resume to:

NURS 1100H - Jaime Sims (jaimesims@trentu.ca)

Trent/Fleming School of Nursing

Deadline for receipt of applications October 8, 2026 at 4.00pm

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

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY