# JOB POSTING

**THIS AD IS FOR CUPE UNIT 2 positions.**
**You must be a registered Student at Trent University in order to apply.**

The Office of the Dean of Arts and Science invites applications from Graduate students and fourth-year Undergraduate students for **CUPE 3908 Unit 2 Proctors** for **Fall 2026 final examinations** in **Peterborough**. 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.

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** 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.

**Position(s) Available:**
Positions are at various times during the Fall 2026 examination period which runs from December 10th until December 22nd, 2026. Examination start times are 8:00am, 11:00am, 3:00pm, and 7:00pm. Proctor shifts begin 30 minutes prior to the official examination time and are up to 3.5 hours in duration. There is a possibility of being scheduled for two shifts in one day. Shifts will take place on Peterborough campus.

Successful applicants are required to attend an in-person, one-hour (paid) training session that will take place before the start of the examination period. Applicants who have attended a proctor training session hosted by the Office of the Deans of Arts and Science in the previous academic year are not required to attend. Training sessions for new Deans' Office proctor hires will be offered Dec 2 (10:00am DUR), Dec 3 (10:00am DUR & 1:30pm PTBO), Dec 4 (10:00am PTBO). Additional sessions may be added if needed.

**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.

- Priority will be given to applicants who can commit to four or more shifts during the examination period.
- Access to and monitoring of Microsoft Teams for duration of contract and during each shift.

**Application:**

- Resume
- A copy of your latest Academic Summary
- Completed application form, including providing your availability. This form will be emailed to you for completion after you submit your resume and academic summary. Your application will not be considered complete until the form is submitted. Please ensure you do not have any exam conflicts during the shifts you indicate as available.
- Please title the email subject as "Last Name, First Name – CUPE Unit 2 Proctor Application, Campus Location" to submit your resume and academic summary.

**Submit application by email to:**

Lara Hintelmann
Office of the Deans of Arts and Science
Lady Eaton College 204.2
705-748-1011 ext. 6033
examproctorjobs@trentu.ca

Enquiries may be directed to Lara Hintelmann by;
E-mail: examproctorjobs@trentu.ca or by phone: 705-748-1011 ext. 6033

**Deadline for receipt of application: November 6th, 2026.**

*Employees registered as students at Trent University are eligible to work up to 24 hours a week in this position, providing they comply with other relevant guidelines/polices, 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