Invigilation mid-term exam

Position posting

"McGill University is Committed to Equity in Employment"

Date of Posting: September 1st 2017
Hiring Unit & Address: Pharmacology
McIntyre Building room 1325

Application Deadline Date: September 21st 2017

Course Title: Neuropharmacology
Course Number: PHAR 562

Instructor: Dr. Derek Bowie

Hours of work: (per term) 2 Hours
Number of invigilators: 2 positions

Dates of Appointment: November 15th 2017
Starting time: 10:00 Ending time: 12:00
(Exam time: 10:30 – 11:30)
Quiz #2

Hourly rate: $12.70
Total salary: $25.40 plus 4% vacation

Required Duties: Candidates will receive instruction and training following which they will set up versions of a multiple-choice examination with random seating arrangements in two different locations, verify and collect student ID cards, assist in directing students to their assigned seats, check seating, invigilate the exam, give back McGill ID’s to students, collect examination, sort by version, remove and count exams and/or scantrons.

Qualifications Required: Capabilities include proficiency in English and ability to follow instructions and work quickly in a stressful environment. The ideal candidate is a graduate student in Pharmacology who has previous experience with invigilating large classes.

Language Requirements (if relevant): English spoken

Dept. Authorization: [Signature]
Date: Sept. 13th 2017

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NOTE: All applicants must apply in writing, within five (5) calendar days following posting, using the application form provided by the Hiring Unit through its WEBSITE or available on the bulletin board located on the 13th floor of the McIntyre Building beside the General Office, room 1325.

An Employee working in a different position than the one covered by the Invigilation Collective Agreement must inform their supervisor in writing, on the application form of any other assignments presently held at the University.