

**Posting  
INVIGILATOR (MIDTERMS OR FINALS)**

<b>Hiring Unit:</b>	Ingram School of Nursing
<b>Assignment:</b>	1 Invigilator required for NUR2 670 and NUR2 690 (Combined) MIDTERM
<b>Hourly Wage:</b>	\$13.25 (4.5 hours)
<b>Exam period Start Date:</b>	September 28, 2018 – 7:45 am
<b>Exam period End Date:</b>	September 28, 2018 – 12:15 pm
<b>Date of Posting:</b> (post for 7 working days minimum)	September 5, 2018
<b>Deadline to Apply</b> (posting expires):	September 12, 2018

**PRIMARY DUTIES**

Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly. Administers the delivery of the exams and documentation. Handles students' problems. Ensures that students comply with regulations with respect to exams. Responsible to report any behavior by students or others that does not comply with University regulations. Ensures that all mobile and web-accessible electronic devices must be collected from the students prior to the start of the examination and returned upon their departure. Ensures that students must be accompanied to the washroom. Alerts professor when students have a question. At the end of the examination period, collects all exam materials and ensures nothing is left behind in the examination room(s). Responsible for reporting back to the professor and ensure delivery of the exams.

**EDUCATION/EXPERIENCE REQUIRED**

High School Leaving Certificate/Diploma (minimum requirement).

**OTHER QUALIFYING SKILLS & ABILITIES**

Must be client-focused and service oriented. Punctuality. Demonstrated excellent communication and organizational skills, and an ability to transmit and receive information accurately. Demonstrated ability to listen and assist clients with problems effectively and efficiently. Ability to follow instructions and to work independently and as part of a team. Ability to act in an acceptable manner so as not to disrupt students writing the exams. English, spoken and read. French an asset.

**HOW TO APPLY**

**Please submit your application to:**

[hr.aec11@mcgill.ca](mailto:hr.aec11@mcgill.ca). Please submit your curriculum vitae. In your email and/or cover letter, state your availabilities, preferences for scheduling, student status at McGill, language proficiency, previous invigilation experience at McGill, and any other assignments presently held at the University. **In the subject line of your email please indicate: Nursing invigilator application.**

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

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*