### Posting

#### INVIGILATOR (MIDTERM)

<table>
<thead>
<tr>
<th><strong>Hiring Unit:</strong></th>
<th>DEPARTMENT OF PATHOLOGY (4 invigilators required)</th>
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<tbody>
<tr>
<td><strong>Assignment:</strong></td>
<td>Midterm exam for PATH 300 – 4 Hrs.</td>
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<td><strong>Hourly Wage:</strong></td>
<td>$13.25 per hour</td>
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<td><strong>Exam period Start Date:</strong></td>
<td>February 21, 2019, 5:00 pm</td>
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<tr>
<td><strong>Exam period End Date:</strong></td>
<td>February 21, 2019, 9:00 pm</td>
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<tr>
<td><strong>Deadline to Apply:</strong></td>
<td>February 14, 2019</td>
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#### 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). The ideal candidate will have university-level knowledge of molecular biology, human physiology and pathology.

#### 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 the attached application eform OR cover letter and curriculum vitae to:

gradstudies.pathology@mcgill.ca

and refer to posting #: 2019_Path300_MIDTERM

**TO APPLICANT:**

On your application form, 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.

‘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.*
INVIGILATION APPLICATION FORM – Faculty of Medicine
HIRING UNIT: Department of Pathology
INDICATE POSTING# (AS PER POSTING): 2019 Path300 MIDTERM

Personal Information:
Name: ________________________________________
McGill ID #: ________________________________________
McGill email: ________________________________________
Mobile Phone __________________________
Social Insurance Number: ________________________________________
SIN Expiration Date (for International Students): ________________

Student Status:
Are you currently registered as a student at McGill University? ☐ YES ☐ NO
Faculty of Study: ___________________________ Level: ___________________________

Language Proficiency:
English (check one): ☐ Basic ☐ Moderate ☐ Advanced
French (check one): ☐ Basic ☐ Moderate ☐ Advanced

McGill Employment:
Have you ever invigilated at McGill University? ☐ YES ☐ NO
Have you ever invigilated in this Hiring Unit? ☐ YES ☐ NO
If YES, indicate the last 3 terms you invigilated (e.g., Fall 2015, Winter 2016, Fall 2016):

Do you currently hold any other positions at McGill University? ☐ YES ☐ NO
If YES, indicate the job title and Hiring Unit: ____________________________________________________
Please also indicate number of hours worked per week in this job: _____________________________

Availabilities:
(Check shift(s) available for all of these dates: ☐ AM Shift: ______ to ______
☐ PM Shift: ______ to ______  ☐ Evening Shift: ______ to ______

Preferences (1st, 2nd…): __________  ________  ________

Signature:
I confirm that the information I have entered above is both accurate and complete.
Signature: ___________________________ Date: ___________________________