POSTING

INVIGILATORS (MIDTERMS)

Hiring Unit: PSYCHOLOGY
Hourly Wage: $15.50

Assignment: Invigilator for PSYC 427
Professor Ostry

Course Title: Sensorimotor Neuroscience
Location: 2001 McGill College Room 1588

Required number of invigilators: 1

Exam Period – Start Date: February 19, 2020 Time: 13h00
End Date: February 19, 2020 Time: 14h30

Exam Period – Start Date: __________ Time: ______
End Date: ________ Time: ___

Office use: Date of Posting: February 5 2020
(post for 5 working days minimum)

Office use: Deadline to Apply: February 14 2020
(posting expires)

PRIMARY DUTIES

Go to instructor’s office 30 minutes before the exam takes place as preparation period (specific instructions about announcements, distribution and collection of exams and handling of problems). Take exams to the exam location. During the exam, invigilators ensure that students are not cheating by closely monitoring their behavior; invigilators must identify any students even suspected of cheating, and report the incident to the instructor. Invigilators also make announcements and handle student problems during the exam. After the exam, invigilators help to collect the exam booklets in an orderly fashion, and return them to the instructor’s office. Note: Training may be required if no experience in invigilating.

EDUCATION/EXPERIENCE REQUIRED

McGill University graduate student or postdoctoral fellow.

OTHER QUALIFYING SKILLS & ABILITIES

HOW TO APPLY

Please submit your application to:

Submit your application to Graduate Program Administrator (2001 McGill College Ave, Room 705)

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.