Invigilators and Assistant Invigilators are needed for the Fall 2017 – Winter 2018 academic year for both term tests and final examinations.

Fall term begins September 5, 2017 and ends December 20, 2017.
Winter term begins January 5, 2018 and ends April 26, 2018.

You must be a currently registered University of Toronto student to be eligible.

**Assistant Invigilators:** Duties will be limited to the distribution and collection of tests and examination materials, the taking of attendance and collection of signatures, escorting of students to and from washroom facilities, and monitoring activities within the examination room. In accordance with the CUPE 3902 Unit 1 Collective Agreement, the rate of pay for an Assistant Invigilator from Sept 5 – Dec 20, 2017 is $28.76/hour + 4% vacation pay.

**Senior Invigilators:** Duties include the above-mentioned responsibilities of Assistant Invigilators plus: Ensuring adherence to examination regulations and addressing suspicious behaviour and cheating, attending to test-takers’ question, assisting in the administration of the exam and performing any additional duties assigned by course instructor. In accordance with the CUPE 3902 Unit 1 Collective Agreement, the rate of pay applicable for TA classifications from Sept 5 – Dec 20, 2017: UG; SGS I & II; $43.65/ hour + 4% vacation pay.

Please visit the Department of Psychology’s website to download an application form (www.utsc.utoronto.ca/psych). Submit your application in by the deadline in one of the following ways:

1) in person to Ainsley Lawson in SW-427F;
2) by mail, addressed to:
   Ainsley Lawson, University of Toronto Scarborough, Dept of Psychology, 1265 Military Trail, Toronto, ON M1C 1A4;
3) by fax to (416) 287-7642 -ATTN Ainsley Lawson, or
4) by email to alawson@utsc.utoronto.ca

Late applications will not be accepted.

Only selected invigilators will be contacted by email.

Department Standards and Policies are available in the Department of Psychology office and in the CUPE Local 3902 Unit 1 office. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Posted September 8, 2016.