Summer 2018 Invigilation Positions
Department of Psychology
University of Toronto Scarborough
Term Tests & Final Exams

DEADLINE:  May 11, 2018, 4PM

Only CURRENT REGISTERED U of T STUDENTS (CUPE 3902, Unit 1) are eligible to apply

Invigilators and Assistant Invigilators are needed for the Summer 2018 academic session for both term tests and final examinations.

Summer term begins May 7, 2018 and ends August 24, 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 Jan 1 – Dec 31, 2018 is $29.28/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 Jan 1 – Dec 31, 2018: UG; SGS I & II; $44.44/ 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 April 13, 2018.