Name of Hiring Unit (Department) **Finance Department - JMSB**		
Public Service Alliance of Canada/Trac Union (invigilators)	**Fall** / Winter / Summer Term	Date of Posting (YYYY/MM/DD) **2020/09/29**

Requirements

We are looking for professional, ethical, responsible, reliable, committed, and punctual individuals who are fluent in English (spoken and written); who can communicate effectively (read aloud correctly and understandably); who are able to work in a stressful environment, handle difficult situations and resolve problems.

- Must be able to work as part of a team or individually.
- Basic to moderate French (spoken) is an asset.
- Current undergraduate students are not eligible for this position.

Description of job duties

The primary responsibility of the exam invigilator is to ensure the integrity of the examination exercise as specified in Concordia University's Academic Code of Conduct.

The exam invigilator is the primary contact for students in the exam room and is responsible for administering all aspects of the examination. They are required to adhere to the instructions for each individual exam as presented by the professor and ensure that students understand and comply with those instructions.

Invigilators report instances of offences committed by students under the Academic code of conduct during an examination including: cheating; falsification of documents or other dishonest behavior; distribute and collect exam documents; monitor the class while the exam is in session; accompany students who need to leave the classroom for any reason once the exam is underway, including accompanying students to the restroom; act as the point of first contact for the students and faculty who may have a problem in the exam room and escalate issues as appropriate to the Supervisor.

The Invigilator will ensure that all exam-related paperwork and processes (such as incident reports) are completed during and by the end of each shift. They must ensure the security of examination documents.

The Exam Invigilator reports directly to the Lead invigilator or Department Chair.

Application Instructions

Please submit a C.V. (Curriculum Vitae) to Samantha Hamer, Department Assistant by email at s.hamer@concordia.ca and please be sure to put this in your email's subject line: "Finance Department Invigilation application".

Please note that the Employee working in more than one (1) Hiring Unit must inform his Immediate Supervisor if an appointment would allow them to reach or exceed forty (40) hours of work in one (1) week.

Rate of pay	**Posting Expiry Date**
$13.95 ($14.95 lead invigilator)	(YYYY/MM/DD) **2020/10/09**