**JOB POSTING**

**THIS AD IS FOR CUPE UNIT 2 positions.**

**You must be a registered Student at Trent University to apply.**

The School of Business invites applications for **CUPE 3908 Unit 2 Proctors** for the 2024-2025 academic year. Positions are at various times during the Academic Year 2024-2025.

The hourly rate of pay is in accordance with the CUPE 3908 Unit 2 Collective Agreement and may be found in Appendix A Wage Rates on page 57 of the [CUPE Unit 2 collective agreement](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/CUPE%202%20Collective%20Agreement%202021-2024%20FINAL_1.pdf)

**Proctor or invigilator** shall be defined as an enrolled Trent University Student whose assigned duties are aiding Course Instructors in the administration of exams by:

* Handing out blank exam booklets before the exam;
* Collecting unused exam booklets after the exam;
* Being present in the exam room for the scheduled duration of the exam.
* Being aware of Trent’s academic integrity policies.

**Course & Details:**

ADMN 3230H-A WI Training & Development 2 positions up to 3 hrs (midterm)

3 positions up to 3 hrs (final)

ADMN 3280H-B WI Motivation & Compensation Systems

2 positions up to 3 hrs (midterm)

3 positions up to 3 hrs (final)

**Qualifications:**

Applicants are required to have completed the course applied to with a minimum grade of 70%. Prior proctoring experience will be valued in assessment of qualifications but is not a requirement.

**Application:**

Applicants to send a Resume and a copy of your latest Academic Summary.

* Subject line to include: your name, course #, Proctor

Submit Resume to: [admnjobs@trentu.ca](mailto:admnjobs@trentu.ca)

Inquiries may be directed to: Mohammed Ahshanullah at: [admnjobs@trentu.ca](mailto:admnjobs@trentu.ca)

**Deadline for receipt of applications: 12pm, February 10, 2025.**

All positions are subject to budgetary approval by the Dean’s office.

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY