

# Assistant Invigilator Positions (CUPE 3902, Unit 1)

2024-2025 Academic Year

Temerty Faculty of Medicine, Undergraduate Medical Education

*Posting Date:* June 27, 2024

*Closing Date:* July 22, 2024

## Duties

Responsibilities include, but are not limited to, the following:

- Supervising in-person assessments (i.e. Mastery Exercises and Progress Tests) across the MD Program; some remote shifts may be required
- Through active invigilation, maintain the integrity of assessments by adhering to faculty and university policies and procedures
- Maintaining confidentiality and security of student and assessment information
- Monitoring test/exam time allotments
- Handling student concerns/problems and referring to MD Program staff where appropriate
- Reporting anomalous situations
- Verifying student identification
- Making assessment related announcements to students
- In certain cases, invigilators may assist in transporting backup laptops between the Medical Sciences Building and the Exam Center at 255 McCaul Street or another exam site on the St. George campus.
- Invigilators are required to attend an in-person orientation session for a mock Mastery Exercise in the last week of August 2024.

## Qualifications

- Applicants must be currently registered as students pursuing a graduate degree with the School of Graduate Studies at the University of Toronto
- Applicants must be available for in-person invigilation shifts between August 26, 2024 and August 23, 2025

- Experience invigilating tests/exams is an asset
- Understanding and ability to apply relevant University and government policies, procedures and legislation

## Details

<i>Department</i>	Undergraduate Medical Education (Temerty Faculty of Medicine)
<i>Course ID</i>	N/A
<i>Campus</i>	UTSG
<i>Salary</i>	\$34.22/hr + 4% vacation pay
<i>Course Enrollment</i>	N/A
<i>Dates of Appointment</i>	August 26, 2024 - August 23, 2025
<i>Number of Positions</i>	11
<i>Hours</i>	Maximum of 100 hours
<i>How to Apply</i>	<p>Please send the following to <a href="mailto:md.foundations@utoronto.ca">md.foundations@utoronto.ca</a> before closing date (July 22, 2024 at 11:59pm):</p> <ul style="list-style-type: none"> <li>- Subject line: Assistant Invigilator Positions (CUPE 3902)</li> <li>- Up-to-date resume (cover letter is optional)</li> <li>- Student number</li> <li>- Confirmation of registration status on ACORN</li> <li>- Confirmation of availability for the period outlined above</li> </ul> <p>Incomplete applications will not be considered.</p>

## Policies

All jobs are 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 enrollment.

Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

The University of Toronto invites all qualified applicants to make an application.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca).