



Exam invigilator Job Description

Job ID:

870687

Job Title

Exam Invigilator, Centre for Accessibility

Job Type

Part Time (29 hrs./wk. or less)

Organization Type

UBC Faculty, Department, Unit or Student Group

Hours per Week

5-29

Field of Work

Education, Training and Teaching

Job Nature

On-Campus (UBC Vancouver) Job

Job Location

Vancouver, British Columbia Canada

Job Description

The Centre for Accessibility is seeking UBC graduate students to invigilate exams for students with disabilities. As per UBC Policy #73, invigilators are part and parcel to removing barriers and providing equitable opportunities for students with disabilities writing exams. Invigilators are expected to treat all students and colleagues with fairness, dignity, and respect, while maintaining exam procedures and protocols.

**Preference will be given to Masters and PhD students; however, undergraduate students who are not taking courses with exams are welcome to apply. Please note that you cannot be registered in any course with exams throughout the year **

Duties include: preparing, starting, monitoring, and ending exams for students with disabilities in private spaces or group settings; setting up adaptive and computer equipment for the exams; ensuring examinees adhere to UBC and Centre for Accessibility exam procedures; maintaining good communication with Exam Coordinators and working as part of a team with other invigilators; compiling detailed and accurate records and incident reports. Other assigned tasks by Exam coordinators. Centre for Accessibility invigilators must strictly adhere to the University's regulations and procedures regarding exams.

Qualifications

These positions are open only to registered UBC students who are **not currently taking courses with exams**.

Please submit full application:

A strong cover letter

Resume

Submission of an unofficial transcript are required.

The cover letter should include your expected graduation date. Students taking courses with exams will not be considered. Successful candidates must be able to demonstrate the following:

*** Must be able to attend training on September 28, 2019 (Saturday)***

- * Friendly demeanor and strong interpersonal skills.
- * Contributes to a positive, respectful and dynamic team environment.
- * Ability to work and remain calm while under stress and pressure.
- * Effective written and oral communication. Successful candidates must have the ability to compose detailed reports using clear, concise business English.
- * Outstanding attention to detail and ability to accurately follow procedures.
- * Ability to exercise tact and discretion when handling sensitive and/or confidential matters.
- * Punctuality and reliability essential.
- * Ability to follow directions, work independently, and to work within a team environment.
- * Flexible schedule and ability to commit an average availability of 12 hours per week.
- * Must be available to take shifts between 7:30am and 10:00pm.
- * Experience working with persons with disabilities, in education, or in a service- oriented environment is an asset.

Experience Level

Current Students in an Undergraduate Program, Current Students in a Master's Program, Current Students in a PhD Program