

# Emergency Posting – CUPE3902, Unit 1

## Assistant Invigilators

### Fall 2024

**Date posted: December 2, 2024**

**Closing date: December 3, 2024**

Campus: St. George

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The Department of Ecology & Evolutionary Biology seeks six (6) Assistant Invigilators for the final exam in the following course:

**BIO120H1F – Adaptation and Biodiversity**

**Estimate of the course enrolment:** 2112

**Test Schedule:** Monday, December 9, 2024 – 8:30am - 11:00am

**Application process:**

Applicants should send an email to Assistant Professor Jill Wheeler ([jill.wheeler@utoronto.ca](mailto:jill.wheeler@utoronto.ca)) stating your interest in the position, your academic status (e.g. current MSc or PhD in EEB), and whether you have any previous experience invigilating tests and/or exams.

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The Department of Ecology & Evolutionary Biology seeks one (1) or more Assistant Invigilators for the final exam in EEB courses:

**Estimate of the course enrolment:** TBA

**Test Schedule:** TBA

**Application process:**

Applicants should send an email to Jenn English, EEB Payroll Officer ([jenn.english@utoronto.ca](mailto:jenn.english@utoronto.ca)) stating your interest in the position, your academic status (e.g. current MSc or PhD in EEB), and whether you have any previous experience invigilating tests and/or exams.

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**Minimum Qualifications:** Previous experience as an assistant invigilator.

**Preferred Qualification:** An academic background in ecology and/or evolutionary biology is preferred. Previous experience teaching this course or a similar course is preferred. A BSc and/or MSc is preferred.

**Description of the duties:**

- meet to receive instructions on how to invigilate the test
- carry tests to test location
- distribute tests
- collect student signatures

- check student identification
- watch students to ensure academic integrity is maintained
- report to course instructor any suspected academic offenses
- collect tests

**Rate of Pay:** \$34.22 per hour, plus vacation pay

*Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail*

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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). During employment, to request accommodation from the University, contact [jenn.english@utoronto.ca](mailto:jenn.english@utoronto.ca) and/or Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca). For more information about accommodations at UofT, please visit our Accommodation webpage (<https://people.utoronto.ca/inclusion/accessibility/accommodation/>).

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 is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, 2SLGBTQ+ persons, and others who may contribute to the further diversification of ideas.

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

The positions posted above are tentative, pending final course determinations and enrolments.

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

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.