



POSITION DESCRIPTION

Position Title: Education Assistant - Invigilator
Environment

Division: Russ Edwards School of Agriculture and

Classification: Education Assistant 2

Supervisor's Title: Angela Pearen

POSITION SUMMARY

The Invigilator is responsible for maintaining the integrity of the exam process. In this role you will need to support students and ensure a safe and focused testing environment. The ideal candidate will be self-motivated, detail-orientated and able to work in a fast-paced environment.

RESPONSIBILITIES

- ▶ Provide support to the program coordinator and students in an exam-taking environment
- ▶ Monitor students during exams to ensure they adhere to the exam-taking rules
- ▶ Maintain the academic integrity of the certification program
- ▶ Proctoring exams on a set schedule, preparing exam-taking materials, marking multiple-choice exams and submitting all exam-taking materials to the program coordinator and employer sponsors
- ▶ Checking students and their belongings in and out
- ▶ Check approved government ID of students

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0
Staff Positions Indirectly Supervised 0

Other Key Relationships: This position will interact with employer sponsors of students as required for attendance and grade reporting purposes.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- ▶ Independent and have strong organizational and time management skills to meet programming requirements
- ▶ Excellent communications skills
- ▶ Ability to maintain high accuracy and thoroughness when executing tasks to support student success
- ▶ Self-motivation combined with an energetic attitude and collaborative spirit
- ▶ Reliability and punctuality
- ▶ Ability to remain calm and professional under pressure
- ▶ Strong attention to detail
- ▶ Able to accurately follow predetermined instructions

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date