

## **Invigilator**

### **School of Agriculture and Environment**

### **Winnipeg, Manitoba**

Competition # 43-21/22

Casual - December 1, 2021 to June 23, 2022

Salary: \$21.44 to \$25.01 hourly

(Classification: Educational Assistant 1)

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We put a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

The School of Agriculture and Environment oversees the certification for pesticide applicators and dealers in Manitoba and requires an Invigilator to proctor in-person exams for students employed with the City of Winnipeg.

#### **Be Passionate.**

You will be an engaging, flexible individual that provides support to the program coordinator and students in an exam-taking environment. You will be available to proctor exams in-person in a safe, physically distanced environment.

#### **Take Initiative.**

Your previous experience shows that you are independent and have strong organizational and time management skills to meet programming requirements. Excellent communication skills and an ability to maintain high accuracy and thoroughness when executing tasks will support student success. Self-motivation combined with an energetic attitude and a collaborative spirit will build the groundwork for success in this position.

#### **Deliver Results.**

As the Invigilator, you will monitor students during exams to ensure they adhere to the exam-taking rules and maintain the academic integrity of the certification program. Duties will include proctoring exams on a set schedule, preparing exam-taking materials, marking multiple-choice exams and submitting all exam-taking materials to the program coordinator. Relevant post secondary education and experience is an asset.

This competition will remain open until the position is filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

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*Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and*

*equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net).*

*Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.*

*If you are interested in this career opportunity, please forward your resume and cover letter to:*

**Assiniboine Community College**  
**c/o Human Resources**  
**1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9**  
**Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)**

*We thank you for your interest. Those selected for further consideration will be contacted.*