

ATTENTION GRADUATE STUDENTS

Applications are now being accepted for Chief Presiding Officers for the John H. Daniels Faculty of Architecture, Landscape, and Design final examinations. The term of employment is **December 8-21, 2018** (Monday through Saturday) and will consist of morning, afternoon, and evening assignments.

RESPONSIBILITIES: Chief Presiding Officers will act on behalf of the Office of the Faculty Registrar in administering Faculty final examinations in strict accordance with Faculty procedures and regulations. They will be responsible for picking up examination materials; opening and organizing examination rooms; making announcements; distributing examination books and question papers; collecting student signatures; dealing with emergency situations such as ill students, fire alarms, etc.; returning materials to the Office of the Faculty Registrar; maintaining the confidentiality of examination materials; and carrying out the directives contained in the procedures and regulations governing Faculty final examinations. Occasional attendance at meetings and tribunals is required.

QUALIFICATIONS: **Positions are available only to students enrolled in the School of Graduate Studies at the University of Toronto.** First consideration will be given to graduate students with experience in conducting Faculty final examinations. General qualifications include: ability to carry out procedures under pressure using tact and judgement, ability to effectively direct large groups, and ability to communicate clearly and effectively.

RATE OF PAY: \$31.00 per hour, as specified in the Collective Agreement between The Governing Council of the University of Toronto and The Canadian Union of Public Employees, Local 3902. Chief Presiding Officers will be paid for one hour in addition to the duration of each assigned examination (either two or three hours) in order to fulfil pre- and post-examination responsibilities. Four per cent vacation pay will also be paid.

APPLICATION PROCEDURE: Application forms, to which a resume may be attached, will be available on the Daniels website and at the Programs Office, Room 136. Applications will be accepted until 11:59pm on **Sunday, November 25, 2018.**

PLEASE NOTE: *While all applications for this position are appreciated, only those candidates that are selected for an interview will be contacted. Thank you.*

November 5, 2018 (posted in paper and online)

xc: CUPE Local 3902, fax: 593-9866