

EXAM INVIGILATOR

Location: Cold Lake, Lac La Biche and St. Paul campus
Position type: Contract
Salary: \$20.00 per hour

Job number: 23-CONTRACT-02-PC
Posting date: February 9, 2023
Closing date: Until suitable applicants are found

ABOUT THE POSITION

Portage College is actively looking to increase our pool of on-call exam invigilators to administer testing services for all of our program areas at the Cold Lake, Lac La Biche and St. Paul campuses.

Some of the responsibilities include:

- Provides instructions for each exam to the students.
- Monitors the exam room while tests are in progress.
- Ensures no students are committing academic misconduct during tests.
- Ensures all exam materials are collected from students and returned to the program area.

QUALIFICATIONS AND EXPERIENCE

- Previous exam invigilation experience would be an asset.
- Excellent customer service skills.
- Excellent organizational skills, attention to detail, punctuality, and professionalism.
- Excellent communication skills and the ability to work with minimal supervision.

ABOUT THE COLLEGE

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

