



## General Call – Proctors

**\*\* HOURS WILL VARY \*\***

**Competition #: PRO2019**

**Hourly Rate of Pay: \$17.61** *(includes vacation pay)*

St. Clair College is looking for new teachers or graduate students to act as exam proctors and for the 2019/2020 school year. Proctors are responsible for ensuring fair and consistent administration of various exams and contests as well as maintaining the confidentiality of the test materials. It will be incumbent on the proctor to ensure the conditions for writing the exam allow each student to work independently of other students. Punctuality, professionalism and reliability are the utmost of importance in this role. Prior experience as a proctor is an asset.

Please forward your resume quoting the **competition number** either by fax at (519) 972-2754, by online application at [http://www.stclaircollege.ca/jobpostings/hr\\_resumes.html](http://www.stclaircollege.ca/jobpostings/hr_resumes.html) or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only.**

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at: <http://www.stclaircollege.ca/jobpostings>

Information is collected under the Freedom of Information and Protection of Privacy Act.