Student Employment Opportunity

Student Invigilator

Grenfell Campus Accessibility Centre & Learning Support (ACES/Learning Centre) Contractual Position under MUCEP – 40 hours per semester.

Duties:

Reporting to the Student Learning Accessibility Advisors in the Accessibility Centre and Education Support (ACES) unit, the Student Invigilators will be responsible for: providing assistive services and facilitating the academic accommodations necessary to achieve the goal of full participation for each student with a disability attending the University. Specific responsibilities include:

* Facilitating and invigilating exam accommodations
* Scribing student exams if required
* Preparing print, visual, and audio materials in alternate formats including e-text and enlargement
* Complete and file paperwork in relation to students writing exams with accommodations
* Complete regular campus checks to ensure accessibility (ex. Check to see if automatic doors are working, see if elevators are functioning, etc.)
* Any other tasks assigned by the Student Learning Accessibility Advisors

**Confidentiality and professionalism are of the highest concern in this position.**

Qualifications:

* A full-time (3 courses or more) minimum 2nd or 3rd year student registered at Grenfell Campus, Memorial University of Newfoundland
* Excellent time management, organizational, written and, verbal communication skills
* Excellent computer skills and administrative skills
* Candidates will be asked to adhere to a fixed schedule, however, some flexibility will be required as you may be asked to work some hours outside of regular working hours.
* All students must submit a copy of their weekly schedule which indicates class times and times when he/she/they will be unavailable during the term.
* All candidates must complete invigilator training if selected.

Salary: $17.65/hr

Start date: 2024-09-03

To apply, please email resume to gc[aces@grenfell.mun.ca](mailto:aces@grenfell.mun.ca). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Training will take place over the Spring/Summer 2024.**