St. George's University

IS SEEKING TO EMPLOY

PART-TIME PROCTORS

St. George's University is looking for part-time proctors to provide faculty assistance with the proctoring of examinations as requested. Each proctor will work approximately 40 hours during the term.

Examination proctors are entrusted with maintaining the high standards that St. George's University has established for the administration of examination.

Due to conflict of interest the following individuals may not serve as proctors: current students, immediate family members or significant others of SGU students.

THE IDEAL CANDIDATE SHOULD BE/HAVE:

- A citizen or resident of Grenada
- A graduate of a recognized tertiary institution
- Excellent written and oral communication skills
- Discreet in the handling of confidential information
- Capable of problem solving and demonstrating initiative
- Respectfully assertive in commanding attention and cooperation
- Punctual and vigilant in their respective duties at all times
- Able to stand for extended periods
- Previous teaching experience will be an asset
- A flexible schedule i.e. available between the hours of 7:00 am – 9:00 pm

MAJOR RESPONSIBILITIES OF A PROCTOR ARE:

- Assist with the administration of examinations, including but not limited to, the distribution and collection of examination materials and conducting student ID checks
- Ensure that students adhere to examination guidelines
- Report any irregularities or exam discrepancies in a timely and efficient manner.

Interested persons should submit a resume, cover letter and a Part-time Proctor Application Form to:

The Human Resource Department
St. George’s University
University Centre
St. George’s
Email: hr@sgu.edu

No later than: 20th July 2012

* Incomplete applications i.e. applications which do not include one or more of the required documents will not be acknowledged.