



NOW HIRING: Chief Presiding Officer (CPO)

The Faculty of Applied Science and Engineering is now accepting applications for Chief Presiding Officer (CPO) positions for the April 2017 Final Examination Period. **The dates of employment are April 17th, 20th, and 21st from 8:45 a.m. – 12:15p.m. and 1:15p.m - 4:45p.m.**

Responsibilities: CPOs will act on behalf of the Office of the Registrar in administering The Faculty of Applied Science and Engineering Final Examinations in strict accordance with UofT procedures and regulations. They will be responsible for picking up examination materials; organizing examination rooms; making announcements; distributing examination books and question papers; recording student attendance; dealing with emergency situations, returning materials to the Office of the Registrar; maintaining the confidentiality of examination materials; and carrying out the directives contained in the procedures and regulations governing The Faculty of Applied Science and Engineering Final Examinations.

Qualifications: Preference in hiring shall be given to graduate 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 final examinations and who are fully available for the above exam dates. 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: \$28.47 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 – Unit 1. Four per cent vacation pay will also be paid. There will be a mandatory three hour paid training session. Date to be determined.

Number of Positions: 3-4

Number of Hours: 24 (There is a possibility of a two day extension between April 24 – 28)

Training Period: Between April 10-13, 2 hours

How to Apply: Complete the application form, which is available at

<http://www.apsc.utoronto.ca/timetable/cpoform.pdf>

Email the completed application and resumé to: cpo@ecf.utoronto.ca

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

Applications will be accepted until 4pm on March 31st, 2017.