



**Exam Invigilator (TERM) - Competition #U38-22/23 – Warman Campus**

Great Plains College is looking for a dynamic and enthusiastic Exam Invigilator/Reader/Scribe(s) for our Warman Campus. The exam invigilator will provide support to the exam process by assisting in the smooth and efficient administration of examinations and ensuring security and privacy procedures around the testing are maintained.

Start date: September 1, 2023

End date: June 30, 2024

FTE: up to 50 hours

**Qualifications:**

The Exam Invigilator should bring the following qualifications to this position:

- Grade 12 or equivalent
- Excellent organization skills
- Effective communication skills (written and oral)
- Effective interpersonal skills
- Effective problem-solving skills
- Strong computer technology and internet skills
- Strong attention to detail
- Preference will be given to individuals who understand the principles of adult education

A complete job description for this position can be found on the Great Plains College [website](#). For additional information, contact Tanya Stubbins, Human Resources Associate, at 306-778-5488.

Send resume and cover letter, quoting competition #U38-22/23 to: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca). Applications received prior to 4:00 pm on June 15, 2023 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

***The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.***