



General Call – Proctors

**** HOURS WILL VARY****

Competition #: PRO-PT

St. Clair College is looking for new teachers or graduate students to act as exam proctors and for the current 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 # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants (including MUST apply through the St. Clair College online application system:
<https://www.stclaircollege.ca/careers/apply>