The IELTS Test Centre at the University of Toronto Mississauga is seeking Invigilators to join the IELTS testing team. The role of the Invigilator is to ensure fair and proper administration of examinations and candidates' conduct in accordance with IELTS rules and regulations, and in an environment that enables participants to perform at their best.

**Duties:**
- Providing support to the IELTS Test Day Supervisor on test days.
- Securing and setting up the environment outside the testing rooms, including posting of signage, setup of tables for registration, picture taking, finger-scans and coat checks.
- Setting up of testing rooms including the distribution of exam materials in accordance with the IELTS examination procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms.
- Checking attendance and monitoring candidates during examinations, closely following and enforcing strict exam procedures and regulations.
- Dealing with queries raised by candidates and examination irregularities in accordance with procedures.
- Maintaining appropriate standards of confidentiality with security of materials and adherence to IELTS policies and procedures.

**Requirements:**
- Post-secondary education and fluency in the English language. Experience in a post-secondary learning, teaching and/or testing environment is an asset.
- An understanding and commitment to maintaining appropriate standards of confidentiality and security of test materials.
- An understanding of the importance of criteria and protocol related to assessment and test administration.
- Demonstrated effective communication skills with the ability to communicate with a diverse group of English language learners.
- Attention to detail, confidentiality, dependability, reliability and punctuality are essential.

**Pay Rate:** $17 per hour

**Hours of Work:** Part-time flexible hours; mostly Saturdays, possibly some weekdays. Start times may be as early as 6:30 am on test days with a large number of candidates.

**Applications:** Please send a cover letter and resume to the attention of the IELTS Administrator at ielts@utoronto.ca. The closing date for submission of applications is January 31, 2018.