

University of Toronto
BIOCHEMISTRY PROGRAM
Job Posting – Assistant Invigilators
Fall 2026 (September - December) & Winter 2027 (Jan – April)

Posted on: September 7, 2026

The number of Assistant Invigilators employed by the Department of Biochemistry is dependent upon the number of in-person exam slots.

Various Courses

Minimum Qualifications

- Current MSc student/
- Strong administrative skills, including sorting exams, being on time for pre-meetings, invigilation /
- First consideration will be given to full-time graduate students at the University of Toronto.

Preferred Qualifications

- At least two years' experience as a course TA Assistant Invigilator /
- Excellent oral and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with course instructor and TAs /
- Able to prioritize tasks /
- Flexible schedule, able to accommodate short notice requests for invigilation requests /
- Intercultural competence, especially an understanding of the issues faced by multilingual and international students

Relevant Criterion

Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

Duties

Have a pre-meeting with Course Instructor
Distribution and collection (and sorting) of test and examination materials
Taking attendance and collection of signatures
Escorting students to and from washroom facilities
Monitoring activities within the examination room
Duties of this position shall be performed at the campus on which the position is located.

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Hours of work: 3 hours

Estimated Course Enrolment: 500-1400

Rate of Pay: Assistant Invigilator: \$35.53

Start Date of Appointment: October 20, 2026

End Date of Appointment: April 30, 2027

Application Process: In order to apply to become an assistant invigilator, please complete the online application form: https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=JsKqeAMvTUuQN7RtVsVSEPdA-hFKUTHIpocq8I_5YktURjJSTik0WIBSUVI3VFIWWThWMENHN0szRiQIQCNjPTEu

Application should be submitted online by **Monday September 28, 2026 at 5:00 pm.**

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering

commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca. During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at hwb@utoronto.ca. For more information about accommodations at U of T, please visit our Accommodation webpage.

The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.

Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

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

The position(s) posted above is (are) tentative, pending final course determinations and enrolments.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.