

To LARSE Members

I work for the Examinations Office at Concordia University. Each year our office recruits and hires a total of 200-250 new invigilators/proctors to help oversee final exams. I am making an effort to diversify our candidate pool, as the vast majority of our invigilators are Concordia students.

One area that I would very much like to explore in this diversification effort is retirees from the education sector, as I believe this population would likely be an excellent match for the role. We have a few retired teachers in our invigilation pool and they all very much enjoy the work as it is flexible and seasonal, and it allows them to return to an educational environment in a different capacity.

For reference, the posting can be found here (<https://www.concordia.ca/hr/jobs/openings/exam-invigilation/exams-office-invigilation.html>). I am happy to discuss further by email, or by phone or video call depending on your preference. The posting will be active until September 30 and so there is still ample time.

Best regards,

Phil Smith  
Administrator, Examinations and Academic Scheduling  
Enrolment Services  
Concordia University