



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Examination Invigilators
Office:	Student Administration and Fees Office
Level:	Various Levels
Type:	Casual

Expression of Interest

To ensure you understand the position for which you are applying, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. How to prepare and complete your application;
3. Duty Statement;
4. General Information; and
5. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.

The *Objects* of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of;
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))



**STUDENT ADMINISTRATION & FEES OFFICE
FREMANTLE CAMPUS**

DUTY STATEMENT

CASUAL EXAMINATION INVIGILATORS

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is responsible to supervise and assist candidates in examinations, conducted throughout the year, at various examination locations on the Fremantle campus. The hours of work and duties will vary depending on the Examination session requirements.

The duties of this position include, but are not limited to:

1. Providing excellent service, advice, and support to candidates and staff in line with policies and processes relating to the areas of responsibility;
2. packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
3. ensuring there is a clear and common understanding of the requirements for any candidate with approved Special Examination Arrangements;
4. assisting with setting up examination venues by laying out examination papers and answer booklets in accordance with the outlined procedures;
5. assisting candidates prior to the start of examinations by directing them to their seats;
6. ensuring candidates do not bring any materials into the examination venue, such as notes, books etc, that were not approved by the course coordinator, prior to the examination;
7. directing candidates without required identification to Student Administration;
8. ensuring all examination rules, including time restrictions, are followed by all candidates;
9. patrolling examination venue in order to prevent and detect academic misconduct;
10. checking attendance during examinations and recording details of early leavers and collecting their answer booklets;
11. escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
12. ensuring the authorised personnel are made aware of any candidate who does not obey or observe instructions given by the Chief Invigilator in the examination venue;

13. ensuring that suitable arrangements are available in the event that a candidate's behaviour requires their removal from an examination venue;
14. maintaining strict confidentiality, discretion and professionalism;
15. collecting and collating answer booklets at the end of the examination in accordance with strict procedures;
16. ensuring all examination papers, answer booklets and stationary are collected, packed and distributed to authorised personnel according to procedures;
17. Other duties as required by the Examination Officer or delegate.

SELECTION CRITERIA

ESSENTIAL

1. Examination Invigilators cannot be any of the following:
 - Closely related to or associated with any student undertaking an Examination. Examples of closely related to or associated with students or any person include children, relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships
 - Teaching or tutoring any student sitting an examination.
 - Closely related to, or associated with, any personnel engaged in organising or checking examination material.
2. Strongly committed to and supportive of the Objects of the University.
3. Police Clearance Certificate.

Qualifications and Experience:

4. Experience of working or studying in a higher education environment and demonstrated understating of the examination processes.

Knowledge, Skills and Abilities:

5. Well-developed interpersonal, verbal and written communication skills, especially the ability to communicate with students, management and staff at all levels.
6. Strong organisational skills with high level attention to detail and accuracy.
7. A high level of computer literacy with demonstrated knowledge and proficiency in operation of information management systems.

Desirable

8. First Aid Certificate

GENERAL INFORMATION

APPOINTMENT

This is a Casual, as required appointment.

APPROXIMATE STARTING DATE

As negotiated with the successful applicant.

LOCATION

The University of Notre Dame Australia
Fremantle WA 6160

<https://www.notredame.edu.au/current-students/get-help/campus-maps>

ENQUIRIES ABOUT THE POSITION

Note: This is not to be used for submission of applications

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Dr Marelize Ellis, Campus Registrar.

Phone: (08) 9433 0521, Email: marelize.ellis@nd.edu.au

To Apply:

To express your interest for this position please submit a detailed letter addressing your suitability for the role, previous experience and applicable qualifications. Please include an updated resume, emailed to: jobs@nd.edu.au

CLOSING DATE FOR APPLICATIONS: Shortlisting will commence immediately.

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview. No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter containing details of relevant qualifications and experience
- Resume
- Qualifications
- Evidence of your legal right to work in Australia

Applications should be emailed or faxed:

Email: jobs@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 1225

Fremantle WA 6959

Thank you for your interest in employment at The University of Notre Dame Australia



POSITION DETAILS

Position Title

School/Office

Where did you learn of this vacancy? Seek The West
 The Australian Campus Review
 UNDA Website Other (please specify)

APPLICANT DETAILS

Title Mr Mrs Ms Miss Dr Prof. Assoc Prof

Given Names Family Name

Postal Address

Suburb State Postcode

Phone Numbers Home Work

Mobile Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence) Visa Expiry Date

Are you an existing UNDA employee? Yes No
 Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship? Yes No
 Do you give permission for UNDA to contact your referees? Yes No
 Do you wish to be considered for similar vacancies at UNDA? Yes No

ATTACHMENTS

Resume Yes No
 Covering letter Yes No
 Selection criteria Yes No
 Qualifications Yes No
 Other clearances (if applicable) Yes No

SIGNATURE

Applicants Signature Date

ACKNOWLEDGEMENT

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short- listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.