

Wanted

Exam Supervisors & Venue Assistants

Casual exam opportunities at Berwick

Are you interested in working as an Exam Supervisor?

Our exam venue staff work alone or in small teams, overseeing the exams on a casual basis. Responsibilities include administrative tasks, announcements, seating students, general exam supervision and liaising with students.

Ideal candidates often have an education or management background. Experience in supervising and organising exams is highly regarded, but not essential. A basic working knowledge of computers also needed for some venues.

We're looking for people:

- **With a calm and cheerful disposition and excellent interpersonal skills.** Taking an exam is often stressful for students, it's important that our exam staff are sensitive to that stress and work to provide a positive environment
- **Who work well as part of a team.** Consistency is critical in exams, all staff need to work together to ensure that procedures are carried out following University standard procedures in each sitting.
- **That are observant, adaptable and like to learn new things.** The exams environment is constantly changing and our procedures are adjusted in turn.
- **Who are physically fit and active.** Exam staff may need to stand and walk around a venue for several hours at a time, as well as some light lifting of exam materials (depending on position).
- **Availability during exam periods.** Our exams primarily run in June and November. During the main two-week period of exams, you may be required for shifts of minimum 3 hour duration from Monday - Friday 8:15am to 7:30pm. You must also be available for an induction session the week prior.

Pay rate varies from \$29.50 - \$38.54 per hour depending on duties.

We welcome you to **email** your 'Expressions of Interest' along with a brief work history to **exams@federation.edu.au** or contact us on **03 5327 6800** for further information.