

**INVITATION FOR APPLICATIONS
INFORMATION OFFICER**

**Marker for the ministerial examination of college English,
language of instruction and literature**

Hourly rate : \$20.05

- Subject:** This competition is intended to fill casual jobs at the Ministère de l'Éducation, du Loisir et du Sport, for intermittent work periods.
- Marking sessions:** Two weeks in January
Two weeks in June and a few days in August
- Place of work:** Montréal
- Duties:** Mark students' essays in keeping with the standards set in the marking guide developed for this purpose by the Ministère, Perform any other attendant duties.
- Requirements :** Excellent knowledge of English grammar, spelling, syntax and punctuation
- Eligibility requirements:** A bachelor's degree in English literature, linguistics, translation (speciality – all languages into English), language education or journalism and communications. Studies leading to a bachelor's degree must be completed by May 2009.

Holders of a bachelor's degree from a university outside Québec must submit an education credential evaluation report issued by the Ministère de l'Immigration et des communautés culturelles with their application.

Canadian citizenship or permanent resident status. To hold a position in the Québec civil service, candidates must have sufficient French language skills to perform the related job duties. In cases where two or more candidates have equal qualifications, the civil service will favour those from groups targeted by affirmative action programs.

Persons meeting the eligibility requirements are invited to write an examination to assess their knowledge of English literature and their proficiency in written English. **This examination is scheduled to be held on Saturday, November 01th, 2008. Details will be confirmed in writing in the week prior to the exam date.** Only those persons who pass the qualifying examination may, from time to time, be asked to mark students' essays.

Application deadline: October 6, 2008

Applications: To apply, candidates must complete the *Offre de service* form and indicate the competition number, **104G-3506228**, in the appropriate space. The form must be received by **the application deadline** at the following address: **Ministère de l'Éducation du Loisir et du Sport, Direction des ressources humaines, 1035, rue De La Chevrotière, 27^e étage, Québec (Québec) G1R 5A5.**

Do not submit application by email.

The *Offre de service* form may be obtained from local employment centres (*centres locaux d'emploi* or CLE), youth employment organizations known as *carrefours jeunesse-emploi*, and Communication-Québec and Conseil du trésor regional offices. It is also available on the Web site of the Conseil du trésor at <www.tresor.gouv.qc.ca>.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. A COMPLETE APPLICATION INCLUDES:

- **a duly completed *Offre de service* form with:**
 - the competition number in the appropriate space "**Numéro du concours ou de la réserve**"
 - your signature, where required
 - your social insurance number (SIN)
- **a copy of the required diploma (or an education credential evaluation report) or report card.**