

Examination Invigilator Job Description

Location: Leipzig

Hourly rate: 14 Euro/ hour

Deadline: 31.03.2025

We, at Lancaster University Leipzig, are currently seeking enthusiastic, motivated individuals to invigilate our upcoming Summer Examinations between 09th May to 20th June, 2025.

Invigilators need to be punctual, reliable, and compassionate.

Exams take place on Mondays, Wednesdays and Fridays with starting times at 10:00 or 14:00. The exam duration may vary from 2 hours up to 4 hours in one sitting.

Successful applicants must be able to demonstrate the following qualities:

- Fluent in English
- Good eye for detail
- Able to work calmly under pressure
- Good communication and interpersonal skills
- Able to work in a structured manner and follow instructions
- Able to work independently and managing a large group of students

Previous experience of invigilating examinations is desirable but not a pre-requisite as full training will be provided. To be considered applicants are required to provide proof of eligibility to work in Germany.

We offer the post as either:

- Mini Job – up to EUR 538 per month. The right fit if you already have employment on a salary, or if you have retired
- Student Job – The right fit if you are currently enrolled as a student
- Freelance – The right fit if you are self-employed (you need to provide us with a self-employed tax number (Steuernummer))

Please note that if you choose the freelance option you are solely responsible for obligations arising from tax and social security regulations and, if necessary, the relevant business registration authority.

If you are interested, please complete the [form](#) no later than 31.03.2025. You will be invited for a short interview, preferably in-person to discuss your suitability and availability during the summer examination.

We are looking forward to hearing from you.

Examination Invigilation

