

Testing Center Proctor Part-Time Temporary Position

REPORT TO: Academic Support Center Director

JOB OBJECTIVE: To provide assistance with the administration and proctoring of tests offered by or through the Testing Center including the COMPASS placement test, CHOICES, and other tests as needed.

ESSENTIAL JOB FUNCTIONS:

- A. Assist with the administration of tests offered by and through the Testing Center.
- B. Provide proctoring services as needed for online courses.
- C. Provide proctoring services in support of faculty, student services, and disability services in the testing center.
- D. Performs daily site opening and closing procedures
- E. Checks in examinees and verifies identification. Explains the exam process, asks examinee to place all personal belongings in a personal locker, escorts examinee to assigned computer, helps the examinee begin the exam, monitors examinee(s) and provides technical assistance during examination time.
- F. Reports all exam discrepancies in a timely and efficient manner. Communicates with technical support to investigate and fix technical issues.
- G. Responsible for maintaining a professional and clean testing center; includes dusting around the computers
- H. Takes ownership of all procedures and identifies areas of improvement.
- I. Understands testing procedures for each exam and adheres to quality and security measures.
- J. Maintains files of paper tests provided by faculty and administers paper tests.
- K. Understands and abides by FERPA rules.

JOB QUALIFICATIONS:

- A. High School diploma or equivalent, Associate degree, or experience working in a structured environment.
- B. Ability to be discrete, sincere, and perceptive in working with students.
- C. Familiarity with computer usage and standard office equipment needed.
- D. Excellent written and oral communication skills
- E. Excellent customer service skills to work with students, faculty and staff.
- F. Ability to work with minimal supervision.
- G. Enjoy working with the public and have a strong initiative to work independently.
- H. Ability to work in a quiet environment, learn detailed procedures, and handle a reasonable amount of stress.

Please submit resume and application to Director of the Academic Support Center.