Position Title: Testing Proctor
Date: 9/16/20
Target Start Date: 10/05/2020

Essential Functions:

The Testing Proctor assists the Testing Coordinator and students by making appointments, administering exams, and performing clerical duties.

Duties and Responsibilities:

Administer the following exams: TSI Assessment, BCIS 1305 Test Out, NOCTI, Hybrid, Distance Learning, Make-up, Correspondence, and Special Accommodation. Administration of exams may be done remotely through Microsoft Teams application and/or face-to-face in Testing Center.

Ensure that policies and procedures are met for each exam administered.

Scan exams and other paperwork, upload files to Share Point and e-mail as necessary.

File, answer phones, maintain reports, and other clerical duties.

Maintain online Time Tap appointment site.

Send Testing Coordinator testing schedule for TSI and Internet Testing for site at the beginning of each term to assist the Testing Coordinator with ensuring that the Testing website is up to date.

Perform other duties as assigned.

Other Duties

Will participate in Quality Enhancement Plan (QEP) and in compliance with SACSCOC.

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

Travel Requirements

No required travel.

Environment

Work is generally performed in a shared work space or in the testing lab.

Minimum Qualifications

Associates degree required. Knowledge of Microsoft Office Suite, good phone etiquette, and experience with video-conferencing applications.

Preferred Qualifications

A minimum of two (2) years of successful experience in a college or university setting in a testing department is preferred. Ability to form professional relationships, excellent interpersonal skills with the ability to communicate with students, staff, and the general public in a courteous and professional manner is preferred.

Salary and Compensation

Salary will be $10.00/hour.

Location: All Campus Sites
Job Classification: Non-Exempt – Part-Time
Hours: 19 hours/week
Security Sensitive: Yes
Division: Enrollment Services
Department: Testing Department
Reports to: Roberta Kreis