



Position Title: Part-Time Test Proctor - ACCESS Department
Reports To: Testing Coordinator
Department: ACCESS Department
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/10-04-2011

Job Code: 8314
Job Group: Class-R
Salary Grade: CL
FLSA Status: Non-Exempt

Summary:

This position is responsible for monitoring student exams in the ACCESS Department and preparation of the testing room.

Essential Duties and Responsibilities:

- Checks identification before testing and seats examinees for testing
- Monitors students during test sessions to ensure a secure testing environment
- Assists in the distribution and collection of test material
- Provides aid to examinees in the completion of demographic information before starting the test
- Reports suspected irregularities to the testing coordinator
- Controls admission to and from the testing room
- Fills out appropriate paperwork for various exams
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess solid judgment and decision-making abilities
- Ability to work with a large number of people and manage multiple tasks
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or GED equivalent from a regionally accredited institution

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name