Notice of Vacancy

Exam Proctor (Evenings and Saturdays) (03) Contract employment /No benefits
Application deadline: Rolling

Position Summary: Test Proctor will:
- maintain working knowledge of testing policies and procedures;
- conduct computerized and paper-based testing sessions in accordance with policies and procedures;
- maintain a quiet atmosphere appropriate to testing;
- monitor the test room vigilantly at all times;
- perform administrative tasks associated with registration and other test center operations as requested;
- maintain confidentiality and security of all testing materials, test logs, and other test documents;
- prepare documentation of cheating or dishonesty;
- work with students who have need of special accommodations, including but not limited to reading tests, scribing tests, or providing a special testing climate.

Supervision Received: Reports to Coordinator of Student Assessment
Supervision Exercised: none

Essential Functions:
- Administering computerized and paper-based exams.
- Assisting test takers with check-in, testing, and signing out procedures, and providing other customer service to test takers.
- Maintaining secure testing environment.
- Ensuring that all required testing protocols are followed.

Required qualifications:
All candidates must have legal rights to work in the United States

- Bachelor’s Degree.
- Ability to communicate well orally and in writing with a diverse student body and staff.
- Ability to work evenings and Saturdays.

Preferred Qualifications:
- Certified for HiSET and/or CLEP testing.
- Bilingual English/Spanish a plus.
- Teaching experience.

Work schedule: Varies; 5-15 hours per week average.
Compensation: $22/hour.

Date of Employment: April 2015

To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:
Roxbury Community College
Search Committee – Exam Proctor (Evenings and Saturdays)
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action Officer/Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.