

Job Posting

**Part-Time Testing Center Proctor/Tutoring Center Support (Abilene Campus)**

**Date Posted: January 28, 2019**

**Posting End Date: Until Filled**

Cisco College is accepting applications for the position of Part-time Testing Center Proctor/Tutoring Center Support. Minimum qualifications for this part-time position include a high school diploma, good organizational skills, effective communication skills, and the ability to work with others. Applicants may not be currently enrolled at Cisco College. Applications will be accepted until the position is filled.

***Please note:*** Applications will be accepted via e-mail, fax, or USPS, (e-mail is preferred) and should be submitted to:

Shelli Garrett

Director of Human Resources

Cisco College

101 College Heights

Cisco, Texas 76437

Office: 254-442-5121

Fax: 254-442-5100

[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

**Cisco College is an Equal Opportunity Employer**

**Cisco College**

Job Description

**Job Title:** Testing Center Proctor/Tutoring Center Support - Abilene

**Reports to:** Testing Center Specialist/Academic Support Services Coordinator

**Classification:** Part-time (Maximum 18 hours per week)

**Job Summary**

The part-time test proctor primarily provides support and additional test proctoring for the College testing center at the Abilene campus as needed. This position will also assist in maintaining the Tutoring Center on the Abilene Campus. The position may also provide occasional support for the Testing Center on the Cisco campus. The primary purpose of this position is to support the students and faculty by providing appropriate test proctoring services including placement testing, specific admissions testing for selective programs, make up exams, and other testing services as staffing and facilities allow.

It is expected that the Testing Center Proctor/Tutoring Center Assistant will accomplish assigned duties in an efficient, effective and competent manner, cooperating and working harmoniously with college personnel and the public, following all college policies, rules, regulations and guidelines as they relate to this position.

**Primary Duties**

1. Proctor a variety of tests, including but not limited to: TSI, HESI, GED and other college course exams.
2. Maintain confidentiality and security of all testing materials, test logs, and other test documents.
3. Return testing materials to the appropriate instructors, agencies, or other colleges as required.
4. Must be vigilant - able to pay close attention to cheating or prevention of cheating; able to ensure that tests and test scores are filed accurately; able to administer Testing Center rules. Maintain a quiet atmosphere appropriate to testing.
5. Notify Test Center Specialist of cheating or dishonesty
6. Will successfully complete annual TSI and GED proctor certification testing.
7. Assist in maintaining the Abilene Tutoring Center
8. Other duties as assigned

**Minimum Qualifications**

1. Good communication skills
2. Good computer skills
3. High School Diploma
4. May not be enrolled as a Cisco College student