

 *Job Posting*

**Part-Time Testing Center Proctor (Abilene Campus)**

**Date Posted: March 25, 2021**

**Posting End Date: Until Filled**

Cisco College is accepting applications for the position of Part-Time Testing Center Proctor at the Abilene campus. Minimum qualifications for this position include a high school diploma, Associate Degree preferred, and excellent organization, communication, and computer skills. The position reports to the Testing Center Administrator. Applicants may not be enrolled at Cisco College. Please scroll down to review the full Job Description for more details. 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

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**Cisco College is an Equal Opportunity Employer**

**Cisco College**

Job Description

**Job Title:**        Testing Center Proctor - Abilene

 **Reports to:**      Testing Center Administrator

**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. Will also provide support for the Testing Center at the Cisco Campus as needed. 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 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: TSIA2, HESI A2, GED and other college course exams.
2. Maintain confidentiality and security of all testing materials, test logs, and other test documents.
3. Follow proper procedure for accepting or returning testing materials to the appropriate instructors, agencies, or other colleges as required.
4. Ensure that tests and test scores are filed correctly and accurately.
5. Maintain Testing Center rules and a quiet atmosphere appropriate to testing.
6. Notify the Testing Center Administrator of cheating or other testing issues.
7. Work with the Disability Services Coordinator to assist students who have need of special accommodations.
8. Available to cover sick or vacation days for the Testing Center Administrator on either campus.
9. Successfully complete annual TSIA2 and GED proctor certification testing.
10. Note the condition of computers in the Testing Room and report any computer-related issues to the Testing Center Administrator.
11. Ability to travel to the Cisco campus as needed
12. Other duties as assigned

**Minimum Qualifications**

1. Strong communication and interpersonal skills
2. Strong computer skills
3. Associate Degree Preferred
4. May not have taken the TSIA2 within the past six months and may not take the TSIA2 while employed by the Cisco College Testing Center
5. May not be a currently enrolled at Cisco College

For candidates who do not meet the minimum qualifications, a combination of education and

experience will be considered.