Winthrop University

NOTICE OF JOB VACANCY

June 25, 2024

Position	Test Center Assistant-Temporary Position
Department	Office of Accessibility

Band/Level	N/A	**Vacancy No**.: 2024524T

Starting Salary	$13 to $15 per hour; 28 hours per week; August 15, 2024 through May 15, 2025.

Minimum Training and Experience

- Associate's degree required.
- Bachelor's degree preferred.
- Related experience in higher education and/or at least two years of relevant technology and administrative experience highly desired.

Knowledge, Skills and Abilities

Working knowledge of grammatical rules, language usage and spelling. Must possess excellent customer service, interpersonal and organizational skills. Sufficient technical ability to learn, aid users with assistive technology and troubleshoot technology issues. Ability to exercise sound judgment in dealing with confidential information; work quietly while testing is in progress; effectively communicate verbally and in writing; work independently; and efficiently multitask.

Major Duties

Reporting to the Test Center Operations Manager, the Test Center Assistant provides administrative and technological support for the Test Center and Office of Accessibility.

- Maintains general knowledge of best practices and procedures related to test administration and proctoring.
- Proctors classroom tests for students with disabilities, individuals taking national standardized tests and distance learning exams.
- Assists Test Center Operations Manager with managing the day-to-day test center schedule.
- Maintains effective working relationships with faculty, students, and the general public regarding testing arrangements.
- Returns completed tests to faculty.
- Assists with accommodations, including setting up technology, reformatting tests for accessibility needs and serving as a scribe.
- Monitors testing integrity and reports any breaches to designated entities.
- Maintains cleanliness of test center stations.
- Assumes routine responsibilities in the absence of the Test Center Operations Manager.
- Assists with Office of Accessibility projects as testing duties permit.
- Assists the Test Center Operations Manager with the monitoring of the Test Center's hardware and software and resolving technology issues.

To apply, access www.governmentjobs.com/careers/sc to submit an on-line application no later than 07/10/2024