Federal Work Study On Campus Job Listing

Job Title: Test Proctor (3 positions available)

Department: Assessment Center

Job Purpose Assist the Assessment Center staff with daily operations including check-in and check-out, explaining procedures to students, and preparing and cleaning testing workstations.

Job Responsibilities (List major duties and responsibilities):

- Greet test takers, assist with sign in and check-out
- Explain test and test center rules to students
- Assign lockers and locks to test takers
- Set up testing workstations prior to testing
- Clean testing workstations after each session
- Assist with computer administration of placement testing
- Assist with monitoring lab during exams
- Assist with general office maintenance—filing, shredding, etc.
- Assist with basic inquiries in person and by phone
- Serve as a proctor for remote Accuplacer test sessions

Job Qualifications (training, experience, technology, skills, etc):

- Good communication and customer-service skills;
- Comfortable with technology and able to learn new processes.
- Any sort of clerical or administrative experience a plus.
- Second-language skills are a plus.
- Student needs to have successfully completed 12 credit hours with a GPA of at least 2.0.
- Must be enrolled in at least 6 credits for the Fall 2021 semester
- Must be eligible for the Federal Work Study program.

Skill Development Areas: (Check all that apply) ✓ Listening  ✓ Customer Service  □ Time Management  □ Multitasking

✓ Communication  ✓ Intercultural Proficiency  ✓ Student Learning  ✓ Organization  □ Other:_____________________

Approximate Start Date: 09/07/2021

Duration (check one): ✓ Academic Year  □ Fall Semester  □ Spring Semester  □ Summer Semester

Approximate Hours Per Week: 18

Contact Information

Supervisor’s Name: Danielle Tabela

Supervisor’s Email: danielle.tabela@bhcc.edu

Phone: 617-228-2368