

Test Proctor

Department: Enrollment Management
Division: Academic Resource Center
Supervisor: Dean of Academic Advising, Director of the ARC
Position Status: Non-Exempt, part-time, 10 hours per week

Position Summary:

This position is a part-time position, customarily working ten hours per week. The number of months worked per year is nine—during the academic year.

Essential Responsibilities include, but are not limited to:

Oversee the administration of most testing for students who cannot take tests during the regular classes. Pickup test material and directions from professors prior to scheduled test times. Provide students with test materials and supervise the test room during test taking times. Stay alert to any test irregularities. Report any suspected dishonesty during testing.

Qualifications:

Qualified candidates will have some college classes. In addition candidate should have some experience interacting and supervising college-age people in a professional manner.

Deadline for application: August 28, 2009

Send cover letter, resume and contact information for three professional references to:

Dr. Catherine Sutton
Dean of Academic Advising, Director of the ARC
Bellarmino University
2001 Newburg Road
Louisville, KY 40205
Attn: Test Proctor
Email: csutton@bellarmine.edu

Bellarmino University is an equal opportunity employer. Applicants with diverse backgrounds are encouraged to apply.