

South Texas College

Job Announcement 2019-5018

Title: Centers for Learning Excellence Testing Technician (Part-time Temporary)

Department: Centers for Learning Excellence

Reports to: Coordinator of Campus Center for Learning Excellence or Learning Support Manager

Pay Grade: Part-time

Salary Range: Minimum \$8.10/Hour

Campus: Technology

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Centers for Learning Excellence Testing Technician oversees student testing and ensures integrity and security of testing environment during the duration of examination period. Processes all related testing documentation according to best practice and departmental procedure.

Specific Duties and Responsibilities

Essential Functions:

1. Receives new proctoring requests submitted by faculty members.
2. Corresponds with faculty members regarding status of proctoring request.
3. Processes student documentation prior to testing in accordance with departmental procedure and best practice.
4. Provides direct oversight of students during entire testing period.
5. Ensures that testing instructions are followed as specified in faculty-submitted documentation.
6. Documents and reports any irregular activity that may occur during testing period.
7. Communicates with designated supervisory staff regarding reported incidents.
8. Secures testing material when files are in use and properly stores when no longer in use.
9. Keeps passwords and sensitive testing information confidential.
10. Assists Centers for Learning Excellence supervisory staff with maintenance of appointment scheduling system for testing.
11. Effectively utilizes computer software for scheduling and tracking testing appointments.
12. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required; College Certificate or 30 college hours, preferred.
2. Must not be a current South Texas College student.

Required Knowledge, Skills and Abilities

Centers for Learning Excellence Testing Technician

1. Excellent oral, written and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Ability to perform basic office skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Ability to speak effectively before groups of students, customers or employees of organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

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