Proctor  
University of Delaware  
Division of Professional and Continuing Studies  
Dover, Delaware

Position Description:

Supervise student examinations. Confident to communicate and ensure the students’ testing are following UD Online Resource Center procedures and the exam guidelines of the instructor.

Requirements: Strong organizational and communication skills, attention to detail, proficiency with computers, ability to readily learn/use University and specialized software programs. Must be able to interact effectively with students of a variety of diverse backgrounds. Strong interpersonal skills are required as the successful candidate will need to work effectively with all members of the University community including colleagues, staff, administrators and students served by PCS. Must be able to work in a fast-paced environment and to keep/maintain confidential materials, files and information securely. Must be reliable and dependable with working assigned hours. Flexibility, experience in a higher education setting and/or with students are considered pluses. Cannot be a University of Delaware student.

Duties:

- Maintain flexibility with scheduling, available to work Wednesdays (late afternoon- early evening) and some Fridays.
- Assertive yet professional behavior to handle academic dishonesty should it arise.
- Administer exams using computer software and various technology
- Calm demeanor during computer glitches and/or stressful situations
- Ability to work well independently and/or as a team.
- Interact effectively with all students regarding test administration and behaviors
- Communicate with administrator regularly and always be reliable and honest.

Position Details:

This job is no more than 10 hours per week, miscellaneous wage non-benefitted position. We are located at Delaware Tech Terry Campus, Education & Technology Bldg., 2nd Floor, Room 760. Please send resume, one page cover, and three references with names, telephone numbers and addresses to: sandym@udel.edu.

Equal Employment Opportunity:

The University of Delaware is an Equal Opportunity Employer which encourages applications from minority group members, women, individuals with a disability and veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. Employment offers will be conditioned upon
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