PROCTOR POSITION
Test Accommodation Center Test
The Office of Disability Support Services (DSS)
University of Delaware

Position Description: As a team member and under the general direction of the Lead Proctor and the Manager for the Test Accommodations Center (TAC), will manage tests and student’s alternative test accommodations requests via a specialized software program. Obtains tests, prints and/or convert tests to alternate format, as well as, administers and proctors tests. This position requires highly detailed administrative work in a fast pace environment. The position also entails professional interaction with faculty members and interactions with University students. Utilizes specialized software programs to record very detailed information and to communicate with peers, faculty and students. Also uses Microsoft office and Outlook programs. As a member of a team, the candidate will work in a busy environment that encompasses multiple tasks/responsibilities.

Requirements: Proficiency with Microsoft Office and Outlook, ability to readily learn/use University and specialized software programs. Attention to detail, strong organizational and communication skills. Strong interpersonal skills are required as the successful candidate will need to work effectively as a team member and with all members of the University community including DSS colleagues, faculty, staff, administrators, parents, student workers and students served by DSS. Must be detailed oriented, able to work in a fast-paced environment and able to manage multiple tasks/priorities. Must use good judgement, discretion and 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 disabilities are considered pluses. This position is Monday – Friday, 12:00 – 4:00 p.m.

Duties:

- Obtain and secure tests/instructions as appropriate
- Maintain testing information via specialized software program
- Schedule individual student’s tests in specialized software program
- Able to manage multi-step, detailed processes
- Contact faculty as needed to obtain tests, clarify instructions, etc.
- Administer tests appropriately including reading instructions, timing tests, returning tests to faculty
- Interact effectively with students/faculty regarding test administration
- Communicate with faculty, students and peers regularly
- Ensure testing and proctor areas are maintained, clean and organized
- Performs other duties as assigned or needed

Position Details: Position is generally for fall and spring semesters, renewable as needed each semester, 20 hours per week, Monday – Friday (with an occasional, limited Saturday or holiday). Preferred hours are 12:00 – 4:00. Miscellaneous wage position does not provide University benefits and is limited to 1000 hours per fiscal year.
To apply: Please send resume and letter of interest and a list of three professional references to dssoffice@udel.edu or fax to 302-831-3261 or mail to Disability Support Services, 240 Academy Street, Suite 130, Newark, DE 19716.

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

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html