Test Accommodations Center Proctor
The Office of Disability Support Services (DSS)
At University of Delaware

Position Description: Under the general direction of the Lead Proctor and the Coordinator for the Test Accommodations Center (TAC), will manage tests, the testing calendar and administer/proctor exams. This position requires professional interaction with faculty members and interactions with University students.

Requirements: Strong organizational and communication skills, attention to detail, proficiency with Microsoft Office and Outlook, ability to readily learn/use University and specialized software programs. Must be able to interact effectively with students who have disabilities and as a DSS team member. Strong interpersonal skills are required as the successful candidate will need to work effectively 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 and able to work in a fast-paced environment as well as, 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 disabilities are considered pluses.

Duties:
- Obtain, scan and secure tests as appropriate
- Maintain testing calendar, schedule individual student’s exams
- 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 noon to 4:00 p.m. 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 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 and women. The University’s notice of non-discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html