Position: Test Accommodations Center Proctor  
Location: Disability Support Services Office – 240 Academy Street, Suite 130, Newark, DE 19716  
Compensation: $18 per hour

Job Description
Under the general direction of the Lead Proctor and the Associate Director of Disability Support Services, the Test Accommodations Center (TAC) Proctor will manage tests, maintain the testing calendar, and administer/proctor exams. Major responsibilities include:

- Communicate professionally and effectively with all members of the University community including students with disabilities, DSS colleagues, faculty, staff, administrators, parents, and student workers.
- Obtain, scan, and secure tests as appropriate.
- Administer tests appropriately including reading instructions, timing tests, returning tests to faculty.
- Contact faculty as needed to obtain tests, clarify instructions, etc.
- Interact effectively with students/faculty regarding test administration.
- Ensure testing and proctor areas are maintained, clean, and organized.
- Maintain confidential materials, files, and information securely.
- Perform other duties as assigned.

Requirements
- Strong organizational, interpersonal, and communication skills
- Detail-oriented and able to work in a fast-paced environment
- Proficiency with Microsoft Office and Outlook
- Ability to readily learn/use University and specialized software programs
- Ability to manage multi-step, detailed processes
- Reliable and dependable with working assigned hours
- Experience in a higher education setting and/or disabilities are considered pluses

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 12:00pm-4:00pm or 2:00pm-6:00pm. Hours may exceed 20 per week during busy times such as midterm/finals weeks. 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, 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 an interview and a criminal background check. A conviction will not necessarily exclude you from employment.

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