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

Job 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. Major responsibilities include:

- 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
- Maintain testing calendar
- Communicate effectively with all members of the University community including students with disabilities, DSS colleagues, faculty, staff, administrators, parents, and student workers.
- Ensure testing and proctor areas are maintained, clean, and organized
- Maintain confidential materials, files, and information securely
- Perform other duties as assigned or needed

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 2:00pm-6:00pm. 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 dsoffice@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 a criminal background check. A conviction will not necessarily exclude you from employment.

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