

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

Job: Proctor
Posting Date: November 16, 2022
Deadline: Until Filled

Position Description:

Supervise student examinations; communicate and ensure the students testing are following UD Online Resource Center (Newark, Delaware) procedures and the exam guidelines of the instructor.

Requirements:

Strong organizational and communication skills, attention to detail, proficiency with computers. Must be able to interact effectively with students from 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 student.

Duties:

- Maintain flexibility with scheduling, available to work afternoon and evening shifts.
- 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 is a 12-month, part-time, no more than 10 hour per week, miscellaneous wage non-benefitted position. Candidate must be available on Wednesday afternoons. We are located at the Delaware Tech Jack F. Owens Campus, Jason Building, Room 182; 18800 Seashore Highway, Georgetown, DE. Please send resume, one-page cover letter, and three references with names, telephone numbers and addresses to: tbraniga@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.