



**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 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 weekend or holiday). Preferred hours are 10:00am-2:00pm 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](mailto: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.

The University of Delaware is an Equal Opportunity Institution. The University's notice of non-discrimination can be found at <https://www.udel.edu/home/legal-notices/>.