



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Assessment Proctor (Part- Time hourly position)

Job Code: 11316

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

Assists in the administration and proctoring of testing for the Testing Center.

MINIMUM QUALIFICATIONS

A minimum of an Associates' Degree from a regionally accredited post-secondary institution. Must be able to pass the Pearson VUE Test Certification exam. The ideal candidate must have a valid Driver's License and be willing to travel and proctor assessments at the Georgia Correctional facilities.

PREFERRED QUALIFICATIONS

A minimum of two years' related experience or experience using computers in an educational or office setting. Experience with internet, email, and excellent communication skills are required.

COMPETENCIES

Knowledge of software installation, maintenance, troubleshooting of computer/network hardware and software. Knowledge of proctoring electronic and paper test, interpersonal and customer service skills, oral and written communication skills, decision making and problem- solving skills.

MAJOR DUTIES

- Prepare the testing center for testing candidates prior to candidates' arrival.
- Check in testing candidates, verify identification, and explain the exam process.
- Monitor the testing candidates to ensure integrity of the testing center is maintained.
- Comply with all testing procedures and strictly adhere to company policies using careful judgment.
- Works closely with the Information Technology Department, Pearson VUE and ETS exam sponsors to troubleshoot and fix technical issues.

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- Complete light housekeeping duties such as sanitizing keyboard and testing equipment after each candidate has finished their exam.
- Report all incidents by completing an Incident Report with the exam sponsor.
- Assists with greeting test takers, ensuring verification of identify, launching computerized tests, monitoring testing session, and providing results.
- Assists in completing required documentation following each testing session.
- Maintains confidentiality of assessment results.
- Completes professional development activities as required

APPLICATION DEADLINE: The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

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Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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