



## Position Announcement December 2024

<b>Position:</b>	GED Test Administrator
<b>Employment Status:</b>	Adjunct
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Houston County
<b>Work Schedule:</b>	Days and/or Evening / up to 19 hours per week during the academic term

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after December 13, 2024 based on candidate selections.*

### **Position Summary:**

Under general supervision, the Certified Test Administrator is responsible for registering students, maintaining accurate records, and proctoring exams. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the locations with the College's service area.

### **Major responsibilities include, but are not limited to the following:**

- Responsible for setting-up, administering, and proctoring standardized Pearson Vue exams to include greeting students, administering tests and maintaining test security and integrity;
- May create testing schedules;
- Verify student identify and ensure students are admitted for exams accurately;
- Monitor each student through the completion of the exams;
- Ensure students are able to take exams in a quiet testing environment;
- Ensure confidentiality of student's information;
- Provide accommodation recommendations as requested;
- Maintain testing in readiness for monitoring by state personnel;
- Recommends adult education classes when needed;
- Follows the policies established by Pearson Vue and adhere to all policies and procedures as described in the Test Center Agreement;
- Resolve problems and issues that arise during the testing sessions;
- Attends mandatory training sessions;
- Take and pass the Pearson Vue certification test annually;
- Completes all assigned trainings in a timely manner;
- Other responsibilities as assigned.

## **Competencies**

- Ability to maintain student confidentiality
- General knowledge of computer processes and internet browsers
- Ability to follow directions and proctoring protocols
- Attention to detail
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work with students from diverse populations

**Minimum Qualifications:** *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned Associates Degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education **OR** documented two (2) years of relevant work experience (see job responsibilities).

*Selected candidate must be able to pass the Pearson VUE Test Administrator Certification exam.*

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented work experience in post-secondary education

## **Projected Work Schedules / Locations:**

The following hours are projected; actual hours may vary depending on need. Position located in Houston County service area.

- Monday through Friday: 8:00 a.m. to 2:00 p.m.

## **Salary / Benefits:**

**Salary varies based on the candidate's highest qualifying degree level at time of hire. Salary range is \$16 to \$20 per hour.** Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

## **Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the

application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker

Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.