



POSITION ANNOUNCEMENT

GED Examiner

CAMPUS: Correctional Facilities

STATUS: Part-Time

DUTIES: Under general supervision the GED Examiner is responsible for registering students, maintaining accurate records, and administering the GED Test according to the GED Testing Service Policies and Procedures and the Georgia GED Testing Program Manual Supplement. The GED Examiner verifies each candidate's identity and eligibility to test; administers on-line GED testing and monitors according to policy and testing procedures; administers GED tests in correctional facilities; maintains testing materials and records in readiness for unannounced monitoring by state personnel. GED Examiner reports directly to the Dean of Adult Education.

MINIMUM QUALIFICATIONS: High school equivalency or high school diploma.

COMPETENCIES: Knowledge of GED Testing Service Policies and Procedures and the GEDTS. Knowledge of personal best practices, rules, and testing needs. Ability to break larger tasks into manageable smaller tasks. Ability to disperse information in a clear, concise manner. Skill in the operation of computers and job-related software programs. Accurate recordkeeping and organizational skills. Skill in interpersonal relations and in dealing with the public. Oral and written communication skills.

SALARY/BENEFITS: \$18/hour. This position is temporary part-time, based on correctional facilities needs and does not include benefits or a promise of future full-time employment.

****Employment is contingent based upon successful completion of appropriate background checks and attaining GED testing certification.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **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.*

Equal Opportunity Institution -

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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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