



**POSITION ANNOUNCEMENT**  
Pearson Vue Testing Administrator

**CAMPUS:** South Campus - Dublin

**STATUS:** Part-Time

**DUTIES:** After becoming a Pearson Vue Certified Administrator, the The Pearson Vue Testing Administrator will be responsible for fulfilling the duties associated with operating the Pearson Vue Test Center at Oconee Fall Line Technical College, Dublin Campus. Administrator will keep the Site Manager system up-to-date , follow the candidate check-in procedures and policies, ensure test center is liable, verify candidates are taking the intended exam, keep all candidate and exam information confidential, and maintain order and quiet in the test center at all times. This position reports directly to the Dean/Assistant Dean of Adult Education.

**MINIMUM QUALIFICATIONS:** Associate's degree \*and\* Three (3) years of work related experience. Please Note: Experience may substitute for the degree on a year-for-year-basis. Selected applicant must immediately pass the Pearson Vue Administrator Exam and recertify each year in order to continue employment.

**PREFERRED QUALIFICATIONS:** Two or more years of test administration experience is preferred. Should be familiar with computerized test scoring systems. Must have excellent communication and organization skills. Must work with minimal supervision and be willing to work a flexible schedule including evenings and weekends.

**SALARY/BENEFITS:** Part time employment with no benefits. Salary commensurate with academic preparation and experience.

**APPLICATION INSTRUCTIONS:**

**Application Deadline:** Application review begins on May 29, 2014. Position will remain open until filled.

All application packets MUST be completed via the Online Job Center at <http://www.oftc.edu> , click the link "About Us" and then "Employment". As a part of the application process, interested candidates will also be required to upload other documents such as a resume and credentials (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above or when the position is filled. For more information regarding this position or application instructions, please contact the Human Resources Office at (478) 553.2056 or [hrmail@oftc.edu](mailto:hrmail@oftc.edu).

*Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, veteran status or disability.*