

POSITION ANNOUNCEMENT



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| **POSITION TITLE:** | **Testing Assistant** (Part-Time) |
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| **POSITION DESCRIPTION:**The Testing Assistant is responsible for conducting registration, coordinating logistics, and assisting in processing exam materials and test scores for the GED examinations and other standardized tests. Serves as a proctor ensuring security of examination procedures. Prepares all appropriate examination materials for use during sessions. Ensures receipt and proper storage of test materials. Assists in processing exam materials and test scores and verifies each session’s grading is completed and all test scores have posted accurately. Conducts inventory of test materials and maintains all testing files and records. **WORK SCHEDULE:** Up to 29 hours per week between the hours of 7:30am and 7:00pm. |
| **MINIMUM QUALIFICATIONS:*** High School Diploma or GED required
* Two (2) years of experience in performing complex clerical or administrative work
* Must have the ability to plan, organize, and coordinate assignments
* Proficient in Microsoft Office, including Microsoft Word, Excel, Outlook, and PowerPoint

**PREFERRED QUALIFICATIONS:*** Knowledge of BANNER
* Knowledge of various assessments and allowable materials
* Knowledge of Pearson Vue Administrator station and testing workstations
* Knowledge of ACCUPLACER assessment instrument
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| **SALARY/BENEFITS:**Non-benefited position. |
| **APPLICATION DEADLINE:** Open Until Filled |
| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu.As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu |