

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Examiner for HSE(GED/HiSET)** | | | |
|  | |  | |
| **Campus:** | Americus | | |
|  |  | | |
| **General Duties:** | Verifies each candidate’s identity and eligibility to test; Registers eligible examinees for the GED testing sessions; Prepares invoices for agencies that provide financial assistance to test-takers; Counsels test-takers and recommends adult education classes; works closely with adult education instructors to plan training calendars, share testing policies, and release scores when permitted; Provides information about testing accommodations as required; Maintains testing materials and records in readiness for unannounced monitoring by state personnel; Follows the policies of the GED and HiSET Testing Service Policies and Procedures and the Georgia Testing Program Manual Supplement; Maintains security and protects confidentiality in all aspects of testing; all other duties as assigned. | | |
|  |  | | |
| **Education Requirements:** | Bachelors' degree in a related field \*and\* Two (2) years of experience in teaching, training, counseling, or testing, record keeping, data collecting | | |
|  |  | | |
| **Minimum Qualifications:** | Good interpersonal, and organizational skills. Ability to communicate effectively, verbally, and in writing with a diverse population. Must be proficient in the use of computer technology and must be student-oriented and customer-friendly. Knowledge of the adult learner and the developing program of study are essential. | | |
|  |  | | |
| **Preferred Qualifications:** | Experience in teaching, training, counseling, or testing. Extensive computer skills. | | |
|  |  | | |
| **Compensation:** | Full-time position. Salary commensurate with education and experience. | | |
|  |  | | |
| **Benefits:** | State of GA Benefits package available. | | |
|  |  | | |
| **Reports to:** | Dean of Adult Education | | |
|  |  | | |
| **Availability** | Must have availability to work flexible schedule, including evening, and weekends; some travel is required. | | |
|  |  | | |
| **Application Deadline:** | Until filled | | |
|  |  | | |
| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
|  |  | | |
| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
|  | | | |
| Position Number: | **00203538** | Job Code: | **11314** |