

**Job Title:**  
**Job Description:**

**Exam Proctor, College of Osteopathic Medicine**

The Exam proctor position is responsible for providing a secure exam delivery and superior customer service in a comfortable and friendly environment.

**Reports to:**  
**Classification:**

**Director, Office of Academic Affairs and Assessment  
Staff**

**Essential Duties:**

Duties include, but are not limited to the following:

- Interact with examinees
- Assist with test administration
- Assist in checking in or out examinees
- Follow all written and oral directions provided by the Office of Academic Affairs
- Organize, distribute and collect all test materials as directed by the Office of Academic Affairs
- Maintain test security to ensure confidentiality, integrity of test materials, and test procedures
- Maintain a professional and pleasant atmosphere to create an environment for optimal test performance for all examinees
- Troubleshoot with IT to fix technical issues

**Qualifications/  
Education:**

**Education:**

- High school diploma or equivalent is required

**Skills & Experience:**

- Minimum of 1-year customer service experience is preferred
- Experience proctoring or invigilating exams is highly preferred
- Must be flexible in work hours and days
- Must be able to stand for long periods of time and escort candidates to and from testing room
- Must be comfortable in a quiet testing environment, hear soft voices and see details from a distance

**Compensation:**

**CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.**

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Exam Proctor** in the subject field of the email.