

Job Title:	Exam Proctor, College of Osteopathic Medicine
Job Description:	The Exam proctor position is responsible for providing a secure exam delivery and superior customer service in a comfortable and friendly environment.
Reports to:	Director of Academic Affairs & Assessment, Academic Affairs & Assessment
Classification:	Staff, Part Time, Non-Exempt
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 • Administrative tasks as assigned—updating academic calendars and unloading weekly course content into LMS.
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 range for this position is \$18.00.

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 and type **Exam Proctor** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.