

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, Office of Academic Affairs and Assessment
Classification:	Staff Duties include, but are not limited to the following: <ul style="list-style-type: none">• 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
Essential Duties:	Education: <ul style="list-style-type: none">• High school diploma or equivalent is required Skills & Experience: <ul style="list-style-type: none">• 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
Qualifications/ Education:	
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 and type **Exam Proctor** in the subject field of the email.