

Job Title: Testing Center Proctor
Supervisor: Director of Adult Education

Employment Terms: Part-time, 19.5 hours a week

Wednesday 12:30 PM – 6:00 PM
Thursday & Friday – 8:00 AM – 4:00 PM

Salary Range: \$12.00 - \$14.00 hourly range

Location: START Campus
5405 N. 99th Ave
Glendale, AZ 85305

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Check people in
- Proctor exams
- Maintain computerized records
- Correspond with testing agencies
- Receive credit card payments
- Troubleshoot minor computer problems
- Oversee operation of West-MEC testing center
- Maintain confidentiality and security of testing processes and information
- Demonstrate positive interpersonal interactions with employees and the community. Establish and maintain a good rapport with constituents and the public
- Responsible for maintain official files and records of both secondary and post-secondary students
- Respond to community inquiries regarding district policy and general information
- Provide receptionist and secretarial responsibilities required by the front desk
 - Greet the community upon arrival and follow sign-in procedures
- Furnish information and answers questions in situations requiring judgement and knowledge of policies and procedures, including federal, state and district related to Education
- Other job-related duties as assigned
 - May collect fees related to student and adult programs

Knowledge and Skills:

- Experience/knowledge of office management preferred
- Demonstrated working knowledge in Microsoft Office products
- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence
- Knowledge of applicable Federal, State, county and city statues, rules, regulations, ordinances and district policies and procedures helpful
- Skill in reading, interpreting, understanding an applying relevant Federal, state, and district rules, regulations, and policies and procedures
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district

Requirements:

- Experience in a school district office environment helpful
- Appropriate education and advance training that relates to this type of work
- Must be able to work flexible hours
- Must be able to pass Pearson Vue proctor exam
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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