Title: Lead Proctor, Academic Testing Center

Division: Academic Affairs, Office of the Provost

Reports to: Assistant Director, Academic Testing Center

Duration: September 16, 2019 - May 8, 2020 (no hours during Winter or Spring Breaks)

Basic Function: Reporting to the Assistant Director and Coordinator of the Academic Testing Center (ATC), the Proctor II supports daily operations of the ATC. This involves administrative duties to process faculty requests, prepare for daily testing sessions, facilitating student check-in, proctoring exams, responding to faculty and student questions, and reporting any issues to the Assistant Director and/or Coordinator. The Academic Testing Center is open Monday through Friday and has daytime and evening hours.

Essential Duties and Responsibilities:
- Review and approve instructor testing requests, flag issues and follow up with faculty. Create and print cover sheets and exams.
- Prepare for testing sessions by collating materials and checking that testing packets are complete and have all the correct materials.
- Check-in students for testing sessions: assist students with check-in at self-service kiosk and review policies and procedures prior to testing.
- Proctor exams: observe students to ensure academic integrity.
- Monitor video surveillance of testing center during exam sessions.
- In cases of misconduct, address student, complete incident report, and alert supervisor (who will report incident to faculty).
- Facilitate smooth operation of center and high-level service through timely and appropriate phone call and email correspondence.
- Assist faculty who come to ATC to pick up completed exams.
- Maintain student privacy.
- Due to nature of structured testing schedule, emphasis on dependability and timeliness.

Other Duties and Responsibilities:
Perform additional duties as required.

Licenses Tools and Equipment:
Personal computers; word processing, spreadsheet, and database software; web-based applications such as Google apps.

Environmental Conditions:
This position is not substantially exposed to adverse environmental conditions.

Qualifications:
- Required:
  - Associate’s degree, at minimum
- Demonstrated organizational skills
- Demonstrated ability to communicate effectively in writing
- Demonstrated ability to communicate effectively orally
- Demonstrated ability to work on a team
- Demonstrated experience in using web-based applications (such as Google Apps).
- Demonstrated proficiency in formatting Excel spreadsheets and Google Docs, including formatting tables (inserting/deleting rows, changing margin width, updating text formatting)
- Must possess strong attention to detail

Preferred:
- Understanding of testing protocols

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Compensation and Search Details:
15 hours per week
$18.50 per hour
This position does not include benefits.
Generally shifts fall between 7:30am and 6:30pm, with this position mostly having morning hours. During Final exams, additional hours are available as the ATC runs an expanded testing schedule (proctor shifts scheduled 7am-8pm).

Submit resume and cover letter to Rachel Leveillee via email (rachellev@uri.edu) no later than August 12, 2019.