

Job Classification: Non-Exempt, Full-Time Staff

Work Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Location: Manhattan Campus

Compensation: Pay Grade Level 6 (*Target beginning hourly rate is \$15.85*)

NOTE: Actual hourly rate will be determined based on candidate's experience and education.

Reporting Relationship: This is a dual-role position with reporting responsibilities to the Regional Testing Center Director and the Chief Financial Officer.

PRIMARY ACCOUNTABILITIES:

Testing Proctor (Monday – Thursday, 8:00 AM – 1:00 PM)

The primary function of this position is to assist the Testing Center Director in maintaining the highest integrity and compliance with existing and potential third-party testing sponsors (Educational Testing Services, Pearson Vue, Prometric, PSI Services, etc.). This position will assist in monitoring testing data and exams in order to remain in compliance of federal, state, and local guidelines as directed by the Kansas Board of Regents (KBOR).

Business Office Assistant (Monday – Thursday, 2:00 PM – 5:00 PM; Friday, 8:00 AM – 5:00 PM)

The secondary function of this position is to provide support to the MATC Business Office and CFO, ensuring organization, integrity and compliance in handling purchase orders, payments, credit card statements, vendor accounts, and accounts payable documents.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Proctoring Responsibilities:

- Maintain consistent work schedule and demonstrate proactive engagement in assisting the RTC Director with proctoring and set-up for student exams and testing.
- Conduct and monitor the administration of professional and educational certificate exams under the guidance of the RTC Director.
- Complete and secure all necessary paperwork.
- Develop a firm knowledge of and remain current with rules and regulations for all third- party test sponsors.
- Maintain confidentiality of student records and personal information at all times.
- Ensure compliance with all FERPA and ADA regulations and college policies and procedures.
- Provide excellent customer service and support the RTC Director as needed for meeting the needs of the Testing Center and its stakeholders.

Business Office Responsibilities:

- Review and match invoices with appropriate purchase orders and other supporting documentation.
- Verify invoices for accuracy and prepare for payment.
- Review and process monthly credit card statements.
- Communicate with vendors as needed to troubleshoot and resolve any account discrepancies or payment issues.
- Organize, file, and maintain accounts payable documents for quick reference and compliance.
- Maintain confidentiality of MATC business accounts and fiscal records.
- Assist with other administrative duties as needed for the Business Office.

QUALIFICATIONS & SKILLS:

- Associate's degree in business, accounting or other related field preferred.
- Minimum of two (2) years' experience in an administrative support or business office/accounting role required, ideally with exposure to testing or proctoring environments.
- Demonstrable commitment and ability to learning new testing and business office technologies and software.
- Excellent interpersonal skills working with various stakeholders including, students, staff, visitors, and vendors.
- Excellent, demonstrated oral and written communication skills.
- Self-motivated and able to work independently as well as in a collaborative environment.
- Ability to maintain confidentiality.
- Highly organized and accurate with great attention to detail.
- Ability to manage multiple projects and adhere to strict deadlines and operational standards.

PHYSICAL DEMANDS:

- Ability to sit or stand for extended periods.
- Ability to read print materials and read/monitor screens for extensive periods of time.
- Ability to work occasional evenings or weekends if needed.
- Ability to communicate effectively in-person, via phone, or through electronic messaging.
- Ability to lift and move up to 25 pounds.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Regular friendly and professional interactions with students, staff, faculty, and guests, upholding a student-centered approach.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee. All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.
3. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
4. All 'offers of employment' are subject to criminal background check prior to employment.