

**Job Classification:** Non-Exempt, Part-Time Staff

**Work Schedule:** Monday – Thursday, 7:30 AM – 2:00 PM

**Location:** Regional Testing Center, Manhattan Campus

**Compensation:** Starting hourly wages between \$15.00 - \$20.00

Actual wages offered to be based on candidate credentials and relevant experience.

**Reporting Relationship:** Regional Testing Center Director

**PRIMARY ACCOUNTABILITIES:**

The Testing Center Proctor shall 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).

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Maintain a consistent work schedule and attendance to support testers and visitors in the RTC.
- 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 tester 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.

**QUALIFICATIONS & SKILLS:**

- High School Diploma or GED required, associate’s degree preferred.
- Minimum of two (2) years’ experience in an administrative support or office environment, ideally with exposure to testing or proctoring procedures.
- Demonstrable commitment and ability to learn new testing procedures, 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.
3. 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.
4. 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.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.