



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Office of Academic Services

Supervisor: Allison Hoag - allisonhoag@adrian.edu

Job Title: **Student Worker:** Test Center Proctor

Location: Shipman Library- Basement (supervisor in Jones 205)

Purpose of Position: To oversee the functions of the Testing Center.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

This position requires the utmost confidentiality and responsibility. Test Proctors will oversee individuals testing in the Testing Center and will ensure the integrity of the testing process by allowing approved accommodations only. Work study student will

- Log tests in and out
- Ensure secure delivery of tests to the Accessibility Services Specialist
- Watch surveillance of testing progress
- Ensure appropriate accommodations are being followed
- Report any challenges or violations of campus policies to the Accessibility Services Specialist

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 8 hours per week unless otherwise approved.

Required Job Skills: Good communication skills, punctuality, trustworthiness, organization

Remarks: This position requires the utmost confidentiality and responsibility.