# Learning Assistant II: Academic Testing Proctor

<table>
<thead>
<tr>
<th><strong>Department:</strong></th>
<th>Testing Center</th>
<th><strong>Approved Date:</strong></th>
<th>1/28/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports To:</strong></td>
<td>Director, Testing Center</td>
<td><strong>Team:</strong></td>
<td>Academic Affairs</td>
</tr>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>Exempt ☐</td>
<td><strong>Part-time:</strong></td>
<td>☒</td>
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<tr>
<td><strong>Non-Exempt ☒</strong></td>
<td><strong>Full-time:</strong></td>
<td>☐</td>
<td></td>
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<tr>
<td><strong>Compensation:</strong></td>
<td>$12.74/hour</td>
<td><strong>Employee Group:</strong></td>
<td>Part-time Variable Schedule</td>
</tr>
<tr>
<td><strong>Contract or Grant Funded:</strong></td>
<td>Yes ☐</td>
<td><strong>Essential Personnel:</strong></td>
<td>Yes ☐</td>
</tr>
<tr>
<td><strong>No ☒</strong></td>
<td><strong>No ☒</strong></td>
<td><strong>Varied:</strong></td>
<td>☒</td>
</tr>
<tr>
<td><strong>Anticipated work hours:</strong></td>
<td></td>
<td><strong>Seasonal:</strong></td>
<td>☐</td>
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- ☐ 8:30-4:30 Monday to Friday
- ☒ Other ___:___ to ___:___ _____ to ______
- ☐ Evenings
- ☐ Weekends
- ☒ On call

## Position Summary:

The Learning Assistant II: Academic Testing Proctor provides learning by proctoring placement, course exams, and other internal and external assessments in the Testing Center. Proctors provide high-quality customer service, test score summaries, and testing support for members of the College community, visitors, and guests of Frederick Community College, and supports Testing Center staff with accomplishing tasks associated with daily operations of the Center.

## Essential Duties and Responsibilities:

The following are the functions essential to performing this job:
1. Administer and proctor tests, including placement, departmental make-up, online/hybrid, contracted/high stakes certification, and professionally proctored exams.
2. Communicate testing policies, procedures, and protocols and general College information to students, faculty, College staff and other community members.
3. Follow Testing Center policies, procedures, and protocols in order to maintain an assessment environment which is safe, secure, and compliant with internal/external testing audits.
4. Use student information systems and related technologies to query and enter student data.
5. Provide technology support/troubleshooting during testing.
6. Maintain credentials necessary to administer specialized assessments as assigned.
7. Serve in a confidential capacity regarding classified student, instructor, and client information.
8. Complete clerical and other tasks associated with Testing Center practices.

## Required Minimum Qualifications:

1. High School Diploma
2. 2 years of work experience

## Desired Qualifications:

1. Associate’s Degree or some college experience
2. Excellent customer service skills
Learning Assistant II - Academic Testing Proctor

3. Experience performing administrative functions
4. Excellent verbal and written communication skills
5. Proficiency using student information systems and workplace technologies, such as Microsoft Office

Note: The College reserves the right to change or reassign job duties, or combine positions at any time