Position Description

Job Title: Test Proctor
Division: Student Services
Department: Student Services
Last Update: 8/8/2012
Supervisor’s Position: Dean of Students
FLSA Status: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:
The primary responsibilities are to test current students and other customers for all campuses of WATC. These responsibilities include ensuring highly student-focused student testing processes that comply with applicable laws, regulations, accreditation standards, Board policies, and WATC objectives and operating procedures. Coordinates logistics for testing; ensures that facility area is scheduled and all equipment is prepared as needed.

Essential Duties and Responsibilities:

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<tr>
<th>Approximate Percentage of Time</th>
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<tr>
<td>1. Responsible for administering educational assessments for college placement, certification, and business and industry in accordance with pre-set standards. Provide direction to students and other customers about different aspects of testing in order to educate them about the importance of testing in the academic environment. 50%</td>
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<td>1. Oversee testing materials. Maintain and inventory testing supplies and recommend replacement of supplies and/or equipment when necessary. Coordinate logistics for the testing center including proctor scheduling. 30%</td>
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<td>2. Responsible for data entry of student placement scores into Banner. Maintain daily lab usage data. Compile and prepare data for reporting requirements and special reports as needed. 10%</td>
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<td>3. At all times, engage in and promote teamwork, courtesy, legal compliance, policy compliance, and safety in the WATC workplace. 5%</td>
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<td>4. Maintain effective liaison and communication with students, with other Departments, and Divisions of the College. 5%</td>
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Required Knowledges, Skills, and Abilities

- The knowledge, skills, and abilities necessary to perform the essential functions of the position at a high level must be evidenced in the overall vocational background of the person assigned and must be maintained throughout tenure in the position.
- User-level knowledge of Outlook, Word and Excel are required. User-level knowledge of SharePoint preferred and must be acquired within the first 3 months of employment in the position.
- Ability to learn Student Services software, such as Banner, is required. Banner skills and knowledge must be acquired within one month of entering the position and maintained throughout tenure in the position.
- Evidence is required of the ability to trouble-shoot problems and/or issues and to communication issues to appropriate WATC personnel.
- Ability to independently drive by personal car is required, along with unrestricted licensure to operate a motor vehicle in the State of Kansas, as well as a driving record that meets WATC insurance standards.
- Evidence is required of the ability to exactly follow written directions and the ability to maintain high standards of confidentiality.
- Evidence is required of the ability to speak in public in a manner that is easily heard and comprehended by students completing tests and students receiving assistance in a computer lab.

**Education and Experience:**

- High school diploma required. Some college is preferred.
- Minimum of three years responsible work experience is required. Experience within a higher education setting is preferred.
- Experience working with under-prepared and diverse populations, preferred.

**Working Conditions:**

Daily attendance is required to meet the needs of students, and to interface with WATC faculty and staff as well as with outside organizations. Attendance may be required at designated meetings and in-services. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Ability to converse with and understand English-speaking students is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel to by car and public carrier is required. Must be able to work in a multi-tasked, high volume environment, managing multiple and competing priorities.

____________________________  ______________
Employee Acknowledgement                   Date

____________________________  ______________
Supervisor Acknowledgement                 Date