



## Classification Description

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**Job Title:** Test Proctor, OPS Temp

**Pay Grade:** TEMP  
\$12.50/Hourly

**Job Code:** PROCT

**FLSA Status:** Non-exempt

### **Job Purpose**

The Test Proctor, OPS Temp position is a non-benefit eligible temporary position with no guarantee of continuous employment. This position provides assistance with the administration and proctoring of make up exams for FSW Testing Centers.

### **General Responsibilities**

#### **Essential Functions**

Manages incoming proctored testing requests, sends confirmation emails, flags issues, and manages incoming/outgoing tests.

Assists with the administration and proctoring of makeup exams for the Thomas Edison Campus Testing Center. Monitors students during testing to ensure a secure testing environment. Documents testing misconduct and notifies supervisor in the instance of a breach in test security.

Monitors testing irregularities and communicates with appropriate faculty and FSW Testing staff regarding issues.

Maintains privacy of exam information, including passwords. Assists with the protection of secure and confidential testing materials. Understands testing procedures for each exam and adheres to quality and security measures. Understands and abides by FERPA rules.

Assists in the preparation/shutdown of the testing lab. Controls admittance to and from the testing lab. Checks in and verifies identification of examinees. Assists in clarifying test instructions for examinees.

Communicates with Testing Staff and/or Technical Support to investigate and fix technical issues.

Takes ownership of all procedures and identifies areas of improvement.

Performs other duties as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

High school graduate (or GED).

Candidate should have basic computer skills including keyboard operation and internet navigation. The ability to understand and follow oral and written instructions in English. A strong enthusiasm for Florida SouthWestern State College.

Availability to work evenings and weekends is a plus.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

**Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

**Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 20, 2021.