Federal Work-Study Job Description School Year: 2017–2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>DSS Test Proctor</th>
<th>Job No# Available: 6</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Brian K. Belcher, Coordinator of Disability Support Services (DSS)</td>
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<td>Department:</td>
<td>Student Success and Retention (SSR)</td>
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<td>Location:</td>
<td>Parker Library Room 112 (PL112)</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Brian.Belcher@wesley.edu">Brian.Belcher@wesley.edu</a></td>
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General requirements for all SSR positions:
- Attend training in specific area.
- Arrive punctually and carry out all job responsibilities.
- Maintain a professional demeanor and appearance.
- Wear appropriate clothing following the dress code.
- Respect and maintain student confidentiality.
- Complete any documentation in a timely manner.
- Attend all required meetings.
- Follow SSR program policies and procedures, including those prohibiting use of all electronics and earbuds and having food and drink while working.

Job Description:
A Test Proctor supervises tests taken in the Disability Support Services Office. This position includes the following responsibilities and oversight of the testing area(s):
- Maintain confidentiality standards of the Department of Student Success and Retention.
- Understand and abide by FERPA stipulations regarding student privacy.
- Maintain a professional and clean testing center, including dusting around the computers and straightening out the testing area(s).
- Check in students & verify ID. Explain the exam process, ask examinee to place all personal belongings on the bookshelf next to the door for PL112 or the DSS Coordinator’s office.
- Monitor examinee(s) and provide assistance when needed during examination time.
- Verify that students complete exams according to specific instructions provided by faculty.
- Report all exam discrepancies in a timely and efficient manner.
- Assist with special projects (such as scanning textbooks and course materials).
- Perform clerical tasks: filing, typing, photocopying, proofing, and organizing.
- Other duties as assigned.

Special Abilities/ Skills:
- Good academic standing (GPA of 2.5 or above).
- Basic computer skills – word processing, emailing, data entry.
• People skills – friendly, outgoing, etc.
• Dependable, reliable work ethic.

Work Schedule:
• Office Hours: Monday to Thursday - 8:00am-4:30pm
• Individual work schedules will be arranged around the student worker’s class schedule.

Additional Comments:
• Total positions available: 6
• Preferences given to students with previous experience in the department.
• Our program takes pride in having student workers who not only model the Wesley College Community, but serve as guides in the academic development process.
• All FWS/ WWS students should abide by the health and safety policies of the College.
• All FWS/ WWS students should abide by the academic regulations of the College and the judicial guidelines as outlined in the Student Code of Conduct.