

Testing Center Proctor  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233514>

Downloaded On: May. 8, 2024 8:46am

Posted Mar. 26, 2024, set to expire Aug. 4, 2024

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| <b>Job Title</b>            | Testing Center Proctor  |
| <b>Department</b>           | Educational Opportunity Center  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Mar. 26, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Educational Services  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/49314">https://www.ubjobs.buffalo.edu/postings/49314</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

**Position Summary**

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The [\*\*Buffalo Educational Opportunity Center\*\*](#) (BEOC) has been designated as a certified testing site for the administration of the preferred High School Equivalency (HSE) examination for New York State, which is more commonly known as the Test Assessing Secondary Completion (TASC) exam. The BEOC is seeking qualified candidates with experience providing academic and non-academic support for pre-collegiate adult learners to serve as proctors for the TASC exams under the supervision of the Testing Center Coordinator. This is an excellent opportunity for someone looking for a part-time schedule working in a quiet and professional setting. Schedule may vary throughout the year depending on the volume of test takers and office needs and will be available 2 weeks in advance.

As a **Testing Center Proctor**, you will:

- Proctor TASC exams and may, on occasion, proctor other exams (as needed).
- Assist with the coordination of daily Testing Center activities.
- Assist in maintaining the Testing Center's test schedules and scheduling appointments for testing.
- Check identification and perform other test security intake procedures when individuals arrive for testing.
- Assist in maintaining the security and integrity of the Testing Center and help to ensure a safe, secure, customer-friendly, and professional testing environment.
- Explain and clarify the testing instructions to those individuals that are being tested.
- Conduct surveillance and routine walkthroughs during tests.
- Monitor the testing environment and respond to test-taker actions during the exams.
- Communicate exam issues and test-taker concerns to the Testing Center Coordinator.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [\*\*benefit packages\*\*](#).

**About the Buffalo Educational Opportunity Center** The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Testing Center Proctor, SL-2. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt

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to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Associate degree from an accredited college or university with at least 1 year of experience working with adult students.
- Familiarity with common exam practices and procedures.
- Excellent communication skills. Proficient in listening, speaking, reading, and writing in English.
- Must be well organized and detail-oriented with strong administrative skills.
- Computer literate in Microsoft Office Suite and Outlook.
- An equivalent combination of education and experience will be considered.

### **Preferred Qualifications**

- Bachelor's degree in Education from an accredited college or university with 1 year of experience advising or teaching adult students.
- Administrative work experience in a testing environment in an adult education setting.
- Experience proctoring exams.
- Performs well under pressure, within time constraints, with a high degree of accuracy, diplomacy, and confidentiality.
- Experience working with culturally diverse, economically disadvantaged, and underserved adults.
- Pass the Pearson Vue Certification Exam.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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