

Certified Test Proctor (IVC)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=116946>

Downloaded On: Jun. 16, 2019 9:25pm

Posted Dec. 12, 2018, set to expire Jun. 17, 2019

Job Title	Certified Test Proctor (IVC)
Department	Administration (IVC-031-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Dec. 12, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Educational Services
Job Website	http://jobs.socccd.edu/postings/9501

Apply By Email

Job Description

The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society.

This position is a short-term, hourly, non-bargaining unit position, not to exceed 160 days per Fiscal Year. This advertisement is to create a pool of applications to be used when there is an available opening as a Certified Test Proctor at Irvine Valley College. You will be contacted should the hiring department/division be interested in scheduling an interview with you to discuss your qualifications and skills. Please do not call the Human Resources Office or IVC regarding the status of your application. The most current status of all applications will be available for you to view on our website. This position is open until filled or withdrawn.

Provide customer service to testing candidates, proctor candidate testing and perform administrative



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and maintenance duties as required at the Authorized Testing Center at Irvine Valley College.
(*rate increase eff. 12/15/18)

Contact Information

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

Contact

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