

Exam Proctor
University of San Francisco

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Posted Apr. 12, 2019, set to expire Aug. 9, 2019

Job Title	Exam Proctor
Department	N/A
Institution	University of San Francisco San Francisco, California
Date Posted	Apr. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
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Job Description	

Exam Proctor

University of San Francisco

R0001042

Job Title:
Exam Proctor

Job Summary:

Our client, University of San Francisco (USF) is looking to fill multiple temporary, part-time Exam Proctor positions within the School of Law. Resumes are being looked at immediately and qualified

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candidates will be considered.

Full Job Description: Responsibilities

- * Supervise individual and classroom USF School of Law exams, according to strict guidelines, in order to maintain the integrity of Law School exams.
- * Clearly articulate test related information including instructions (over a microphone) to groups (up to 40 law graduate students).
- * Ensure students comply with the Honor Code and set test instructions throughout the duration of the exam.
- * Assist in passing out, collecting, and securing testing and related materials; distribute answer sheets and bluebooks to students. Count tests; place them in numerical order.
- * Check for violations in security and whenever appropriate, notify the Law Registrar's Office of any irregularities or problems immediately. Document violations.
- * Assist in preparing exam materials and stuffing exam envelopes prior to exams. Must be able to carry a 10 pound box of materials and be able to move quickly, including up and down stairwells.
- * May serve as a relief (supervising the room while active proctor is on a break) for active proctors.
- * Other duties as assigned by supervisors.

Qualifications

- * Must be punctual, reliable, professional and responsible.
- * Ability to maintain composure under difficult circumstances when working with students who may be experiencing stress.
- * Ability to remain alert and attentive throughout the duration of the exam (3-8 hours).
- * Must be confident speaking in a microphone, in front of large groups of people; ability to read written instructions loudly and clearly.
- * Must be comfortable approaching an individual (s) who is deviating from the set exam instructions or procedures.
- * Ability to work independently and as a member of the Law Registrar exam proctor team.
- * Must be pro-active, able to anticipate needs, and a clear communicator.
- * Ability to accept direction and implement desired changes.
- * Must demonstrate highest level of confidentiality and appropriate discretion.
- * Must be able to work accurately through distractions.
- * Prior exam proctoring experience preferred, but not required.

Cover Letter Required

We only consider resumes with cover letters attached, please kindly attach resume and cover letter as

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one document.

The Law School exam period is: Monday-Saturday, April 29 - May 10th. Multiple law exams occur throughout the day, and are typically scheduled at 9am, 11am, 1:30pm, 2:30pm, 6:00pm, and 6:30pm. Shifts are typically a minimum of four hours and may change due to the length of exams. Proctors can work a maximum of 2 back-to-back (approx. 8 hours) shifts per day. Proctors shifts are assigned based on availability submitted and cannot be changed once assigned. A paid training session (1-2 hours) will be held prior to first session. Please note proctors will be asked to supervise a variety of exams (room sizes, number of students, examination types) taking place. Exams can be held in large lecture rooms (up to 40 students), smaller conference rooms (10-15 students), or individual private rooms where you will be asked to monitor from outside the classroom.

Full-Time/Part-Time:

Part time

Pay Rate:

To apply, visit [url=https://apptrkr.com/1437095]https://usfca.wd5.myworkdayjobs.com/en-US/USF_Staff/job/Exam-Proctor_R0001042.

The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit <http://www.usfca.edu>.

Contact Information

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

Contact

N/A

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