

Proctor, Accessibility Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228242>

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Posted Dec. 28, 2023, set to expire Aug. 4, 2024

Job Title	Proctor, Accessibility Resources
Department	Accessibility Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 28, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47295

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Job Description

The Division of Student Life has an exciting opportunity and invites applications for the Proctor position within the [Accessibility Resources](#) department. In this role, you will provide exam accommodation proctoring and support as well as service-procedure orientation.

Your responsibilities will include:

- Support testing services to include reviewing requests and proctoring
- Provide a safe, welcoming, and comfortable approach to inquiries that values disability as a vital contribution to diversity
- Collaborate with faculty in academic departments for exam materials & content questions
- Conduct group and individual service orientation meetings

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- Create and update individual student testing records, and track service statistics, to include database queries
- Coordinate the scheduling of exams administrated at Accessibility Resources including finals and other high volume exams times/ dates
- Support aspects of lecture notetaking services

Due to the nature of our work, some evening and weekend hours will be required.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery an

Contact Information

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

Contact