

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

Direct Link: <https://www.AcademicKeys.com/r?job=252669>

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Posted Feb. 4, 2025, set to expire Aug. 4, 2025

Job Title	Proctor, Accessibility Resources
Department	Accessibility Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Dining Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55647

Apply By Email

Job Description

Position Summary

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.

Responsibilities:

- 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
- Create and update individual student testing records, and track service statistics, to include

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database queries

- Coordinate the scheduling of exams administrated at Accessibility Resources including finals and other high volume exams times/ dates

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 and celebrate success.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

- Associates degree with a minimum of two years of experience **or** Bachelor's degree
- The ability to handle complex and highly detailed duties in a rapid environment
- Strong administrative, organizational, written and oral communications skills
- Proficiency using Microsoft Office and Zoom

Preferred Qualifications

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- Experience working with students with disabilities.
- Computer proficiency using database records management
- Experience with exam proctoring

Contact Information

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

Contact

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