

Exam Coordinator  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=263532>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Jun. 30, 2026

**Job Title** Exam Coordinator  
**Department** Office of Accessibility Services  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Oct. 7, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Student Services  
Educational Services

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**Job Description**

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**JOB TITLE**

Exam Coordinator

**LOCATION**

Worcester

**DEPARTMENT NAME**

Office of Accessibility Services

**DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

The Exam Coordinator oversees the Exam Proctoring Center (EPC) within the Office of Accessibility Services (OAS). This role is responsible for arranging and managing exam schedules for students approved for testing accommodations. It also includes hiring and supervising student workers who assist with proctoring duties.

The position ensures testing accommodations are delivered accurately, securely, and in line with instructor guidance while maintaining academic integrity. The Exam Coordinator manages a high volume of exams each term and must be able to prioritize and adapt quickly in a fast-paced environment.

Success in this role depends on excellent customer service, meticulous attention to detail, and strong time management and organizational skills. This is an in-person, 10-month position (mid-August to mid-June), 40 hours per week, and will be compensated at \$21.67 per hour.

### **JOB DESCRIPTION**

#### **Facilitate and coordinate exam accommodations by:**

- Preparing exams in alignment with instructor guidance.
- Resolving student questions and concerns, and de-escalating stressful situations.
- Setting up assistive technology for test-taking.
- Scheduling exams for students who need alternative testing times due to conflicts.
- Collaborating with faculty to create class entries in the ClockWork scheduling software.
- Returning completed exams to faculty and staff.
- Maintaining a calm, professional testing environment.
- Upholding academic integrity and test security protocols.

#### **Develop and grow a well-rounded Exam Proctoring staff by:**

- Hiring, training, and supervising 8-10 student workers to assist with exam proctoring.
- Planning and managing student-worker schedules for exam coverage.
- Assigning and maintaining student-worker credentials in ClockWork.
- Developing standard operating procedures and promoting continuous process improvement.

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**Support administrative efforts by:**

- Monitoring and responding to the Exam Proctoring Center email account.
- Maintaining case files and confidential student records.
- Managing seat availability in the ClockWork scheduling software.
- Monitoring assistive technology needs and staying current on emerging tools and practices to improve testing accommodations.
- Performing additional tasks as needed to support the overall mission of the Office of Accessibility Services.

**Requirements:**

- Associate or bachelor's degree with at least 3 years of professional experience demonstrating punctuality, accountability, and initiative.
- Strong organizational skills with the ability to manage complex scheduling, resolve problems, and prioritize in a fast-paced environment.
- Excellent communication skills and the ability to work both independently and collaboratively while handling sensitive information with discretion.
- Proficiency with technology and a willingness to learn new systems.
- Familiarity with ClockWork and Kurzweil is preferred but not required.

This is an in-person, 10-month position (mid-August to mid-June), 40 hours per week, and will be compensated at \$21.67 per hour.

**FLSA STATUS**

United States of America (Non-Exempt)

**WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a**

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**campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Exam-Coordinator\\_R0003282](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Exam-Coordinator_R0003282)

**About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

**Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

**Contact Information**

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

**Contact**

N/A

Worcester Polytechnic Institute

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