

Part-Time TSIA Tester (Huntsville Center)
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=268903>

Downloaded On: Dec. 11, 2025 4:00pm

Posted Dec. 10, 2025, set to expire Dec. 15, 2025

Job Title Part-Time TSIA Tester (Huntsville Center)
Department
Institution Lee College
Huntsville, Texas

Date Posted Dec. 10, 2025

Application Deadline 12/15/2025

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Educational Services

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Job Description

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Part-Time TSIA Tester (Huntsville Center)

Salary:

Job Type: Part-Time

Job Number: FY2300616

Location: Huntsville Center - Huntsville, TX

Division: Huntsville Center

Position Overview

Part-Time TSIA Tester (Huntsville Center) Lee College

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The Huntsville Center offers a variety of academic and technical correctional education programs to TDCJ offenders. This is a Test Proctor position within a correctional environment with an all-male offender population. Offenders are required to meet academic and security requirements for enrollment consideration. Test proctors are hired in a part-time capacity on an as-needed basis and are contingent upon the needs of the College. The TSIA Tester will oversee all TSIA pre-assessment and testing sessions.

Essential Duties & Responsibilities

- Pick up testing material in the LCHC office, take it to the unit and administer the exam, and bring testing material back to the office for processing.
- Proctor a college entrance exam - Texas Success Initiative (TSI) - on TDCJ units in the Huntsville area.
- Monitor pre-assessments which are three (3) hours in length and TSI tests are six (6) hours in length and administered on different days and at different times.
- Maintain confidentiality and security of all testing materials, tests logs, and other test documents.
- Work with the Huntsville Center counseling staff to prepare and process testing material.
- Administer the exams according to the required guidelines.
- Keep accurate student accounting in compliance with TDCJ and Lee College requirements.
- Work with offender students in a prison setting.
- Read and become familiar with all LCHC rules and programs and share with offenders.

Additional Duties & Responsibilities

- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (GED)
- Must be able to pay close attention to details, maintain an atmosphere appropriate for testing, and be vigilant about the prevention of cheating.
- Must be able to travel. This position requires travel to the Huntsville Center, assigned prison units, service area for the college, and out of town to attend training, conferences, etc.
- Candidates must pass a criminal background check by the Texas Department of Criminal Justice (TDCJ)
- Must have reliable transportation.
- Must be able to work a flexible schedule, including evenings when required.

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Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5155729/part-time-tsia-tester-huntsville-center>

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Contact Information

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

Contact

N/A

Lee College

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