

Project Expert I, Lead Proctor
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=219905>

Downloaded On: May. 8, 2024 4:42pm

Posted Aug. 21, 2023, set to expire Jul. 1, 2024

Job Title Project Expert I, Lead Proctor
Department
Institution Mt. San Antonio College
Walnut, California

Date Posted Aug. 21, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Educational Services
Administrative Support/Services

Apply Online Here <https://apptrkr.com/4508184>

Apply By Email

Job Description

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Project Expert I, Lead Proctor

Position Number: T-023-2022

Department: ACCESS

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Not to exceed 29 hours a week

Salary Range:

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Salary:

Shift Differential:

Open Date: 06/08/2023

Initial Screening Date:

Open Until Filled: No

Application Procedure:

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.

Health & Welfare:

Persons employed for temporary employment are not eligible to participate in the Colleges Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

Basic Function/Overview:

Essential Duties/Major Responsibilities:

1. Monitor accommodated test-takers in a group and 1:1 setting
2. Report to testing staff any incidents
3. Document testing information
4. Maintain organized testing rooms
5. Create case notes for incidents in testing room
6. Assist testers with technology during test (i.e.- screen readers, flash drives, etc.)
7. Log untaken and taken tests

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8. Enter MIS data into database
9. Other duties as assigned

Other Duties:

Knowledge Of:

Skills and Abilities:

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Physical Demands:

Hazards:

Conditions of Employment:

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The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Foreign Transcripts:

Inquiries/Contact:

For more details about this position, please contact:

Name: Gabrielle Garcia Untz

Title: Coordinator, Project Program

E-mail: guntz@mtsac.edu

Phone: (909) 274-4288

Selection Procedure:

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Special Instructions to Applicants:

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11203>

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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

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