Title: **Centers for Learning Excellence Testing Technician (Part-time Temporary)**

Department: Centers for Learning Excellence

Reports to: Centers for Learning Excellence Manager

Pay Grade: Part-time

Salary Range: Minimum $8.10/Hour

Campus: Technology

FLSA Status: Non-Exempt/Hourly

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**General Statement of Job**

The Centers for Learning Excellence Testing Technician oversees student testing and ensures integrity and security of testing environment during the duration of examination period. Processes all related testing documentation according to best practice and departmental procedure.

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**Specific Duties and Responsibilities**

**Essential Functions:**

1. Receives new proctoring requests submitted by faculty members.
2. Corresponds with faculty members regarding status of proctoring request.
3. Processes student documentation prior to testing in accordance with departmental procedure and best practice.
4. Provides direct oversight of students during entire testing period.
5. Ensures that testing instructions are followed as specified in faculty-submitted documentation.
6. Documents and reports any irregular activity that may occur during testing period.
7. Communicates with Center Manager or designated supervisory staff regarding reported incidents.
8. Secures testing material when files are in use and properly stores when no longer in use.
9. Keeps passwords and sensitive testing information confidential.
10. Assists Centers for Learning Excellence supervisory staff with maintenance of appointment scheduling system for testing.
11. Effectively utilizes computer software for scheduling and tracking testing appointments.
12. Performs other duties as assigned.

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**Required Education and Experience**

1. High school diploma or GED required; College Certificate or 30 college hours, preferred.
2. Must not be a current South Texas College student.
Centers for Learning Excellence Testing Technician

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Ability to perform basic office skills.
3. Excellent customer service skills.
4. Excellent organizational skills.
5. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
6. Ability to work independently as well as a team player within department and with others.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
8. Demonstrated commitment to the community college philosophy of education.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
11. Ability to speak effectively before groups of students, customers or employees of organization.
12. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
13. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE**
**OFFICE OF HUMAN RESOURCES**
**2501 W. Pecan Blvd.**
**McAllen, TX 78501**

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.