



Position Announcement April 2025

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| Position: | GED/HSE Test Administrator |
| Employment Status: | Part-Time |
| Application Deadline: | Open Until Filled |
| Primary Work Location: | Houston County |
| Work Schedule: | Up to 25 hours per week/During academic term only |

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following April 11, 2025 based on a candidate selection.

Position Summary:

Under general supervision, the Certified Test Administrator is responsible for registering students, maintaining accurate records, and proctoring exams. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. The position may require travel to any locations within the College's service area.

Major responsibilities include, but are not limited to, the following:

- Responsible for setting up, administering, and proctoring standardized Pearson Vue exams to include greeting students, administering tests, and maintaining test security and integrity; May create testing schedules;
- Verify student identity and ensure students are admitted for exams accurately;
- Monitor each student through the completion of the exams;
- Ensure students can take exams in a quiet testing environment;
- Ensure confidentiality of students' information;
- Provide accommodation recommendations as requested;
- Maintain testing in readiness for monitoring by state personnel;
- Recommend adult education classes when needed;
- Follows the policies established by Pearson Vue and adheres to all policies and procedures as described in the Test Center Agreement;
- Resolve problems and issues that arise during the testing sessions;
- Attends mandatory training sessions;
- Take and pass the Pearson Vue certification test annually;
- Completes all assigned training promptly;
- Other responsibilities as assigned.

Competencies

- Ability to maintain student confidentiality
- General knowledge of computer processes and internet browsers
- Ability to follow directions and proctoring protocols
- Attention to detail
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work with students from diverse populations

Minimum Qualifications: *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned Associate's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education **OR** documented two (2) years of relevant work experience (see job responsibilities).

The selected candidate must be able to pass the Pearson VUE Test Administrator Certification exam as a condition of employment.

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented work experience in post-secondary education

Projected Work Schedules / Locations:

The college seeks to fill a part-time GED Test Administrator position and is eligible to work up to 25 hours per week based on department needs during the academic term only. **The current opening is for the Houston County service area, the projected work schedule is Monday to Friday, 8:30 a.m. to 1:30 p.m., during the academic term.**

Salary / Benefits:

This position is a gross hourly paid position range of \$20.00 to \$25.00; the actual hourly rate will be determined by the candidate's highest qualifying degree based on meeting the minimum and preferred qualifications. Part-time positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of the Teachers Retirement System of Georgia (TRS) and the Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave, or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the

application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being

considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.