



Position Announcement July 2019

Position: GED Test Administrator

Employment Status: Adjunct

Application Deadline: July 31, 2019

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. Position may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the locations with 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 identify and ensure students are admitted for exams accurately;
- Monitor each student through the completion of the exams;
- Ensure students are able to take exams in a quiet testing environment;
- Ensure confidentiality of student's information;
- Provide accommodation recommendations as requested;
- Maintain testing in readiness for monitoring by state personnel;
- Recommends adult education classes when needed;
- Follows the policies established by Pearson Vue and adhere 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;
- Other duties 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:

- Earned Associates Degree from a regionally accredited institution **OR** documented two (2) years of relevant work experience (see job responsibilities). Selected candidate must be able to pass the Pearson VUE Test Administrator Certification exam.

Preferred Qualifications, in addition to minimum qualifications:

- Documented work experience in post-secondary education

Projected Work Schedules / Locations:

The following hours are projected; actual hours may vary depending on need. Position located in Bibb County service area.

- Monday through Friday: 8:00 a.m. to 2:45 p.m.

Salary / Benefits:

Salary varies based on the candidate's highest qualifying degree level at time of hire. Salary range is \$16 to \$20 per hour. Adjunct 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 Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. 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, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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