



**Pearson Vue Test Administrator
Part Time
Walker County and Whitfield County**

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the position of Part Time Pearson VUE Test Administrator. The testing area will primarily include Walker and Whitfield counties. This position may require travel to other campuses to cover test administrator absences. Some extended hours may be required to meet testing needs.

The successful candidate will:

- Obtain and maintain Pearson VUE test administrator certification
- Manage and oversee a high-quality testing program that ensures access for all qualified candidates and ensures the integrity of Pearson VUE (PV) tests and their administration
- Maintain the overall quality of the GED testing program at official Pearson VUE testing centers
- Maintain the security and confidentiality of all testing materials and the computer-based Pearson VUE tests
- Verify the identity and eligibility of each GED or Pearson VUE testing candidate
- Conduct testing sessions in accordance with GEDTS or PV policies and procedures
- Refer GED testers to the Adult Education Transition Coordinator for assistance with college or career planning
- Inform PV Channel Quality and Data/Testing Manager of all disruptions, computer or internet malfunctions or suspicious events that take place during any testing session
- Answer questions concerning preparation for the test, research historical testing information, and assist candidates with online registration process as needed
- Be comfortable with technology and able to clearly convey any problems to technical support specialists

Required Qualifications: Associate's degree from a regionally accredited college or university. Excellent organizational, communication, and interpersonal skills along with excellent computer and customer service skills. Attention to detail and strict adherence to testing policy is very important.

Preferred Qualifications: Bachelor's degree from a regionally accredited college or university. Familiarity with Adult Education programs. Experience in administering computerized and standardized tests is a plus.

Salary: \$16 per hour. 2-3 days per week (Monday-Friday); Daytime hours; occasional evenings.

Application Deadline: Open until filled

Application Process: All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia**Equal Opportunity Employer**

Georgia Northwestern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions can be directed to Elizabeth Barksdale, Director of Human Resources, Title IX Coordinator (Employees), Office I104, One Maurice Culberson Drive, Rome, GA 30161, at 706-295-6592; Brittany Elrod, Director of Accessibility Services, Section 504/ADA Coordinator, Title IX/Equity Coordinator (Students), Office A127C, One Maurice Culberson Drive, Rome, GA 30161, at 706-295-6908. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.