



Pearson Vue Test Administrator
Part Time
Whitfield, Walker and Gordon County Campuses

Job Summary:

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 Whitfield, Walker and Gordon counties. This position may require travel to other campuses to cover test administrator absences. Some extended evening and weekend hours may be required to meet testing needs. This position reports to the Adult Education Program Administrative Assistant/Volunteer Coordinator. This position works 2-3 days per week (Monday-Friday) during the day with occasional evenings and weekends.

Duties/Responsibilities:

- Manages and oversees the testing process and the testing lab at assigned site(s);
- Ensures access for all qualified testing candidates;
- Ensures the integrity of the Pearson Vue (PV) and HiSET tests and their administration;
- Maintains the overall quality of the PV and HiSET testing program at official testing centers;
- Maintains the security and confidentiality of all testing materials and the computer-based PV and HiSET tests;
- Verifies the identity and eligibility of each testing candidate;
- Conducts testing sessions in accordance with PV and HiSET policies and procedures;
- Refers GED and HiSET testers to the Adult Education Career Services Coordinator for assistance with college or career planning;
- Informs PV Channel Quality or HiSET Quality Control of all disruptions, computer or internet malfunctions or suspicious events that take place during any testing session;
- Answers questions concerning preparations for the tests;
- Researches historical testing information if accessible;
- Assists candidates with online registration process as needed;
- Prepares and processes all required documentation and administrative reports or forms;
- Ability to travel to other testing locations as needed;
- Other duties assigned.

Competencies:

- Knowledge of Pearson Vue and HiSET testing policies and procedures;

- Knowledge of the Adult Education Program;
- Knowledge of community and service delivery area;
- Organizational skills;
- Skilled in the operation of computers and job-related software programs;
- Skill in interpersonal relations and in dealing with the public.

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.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$17.50 per hour.

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check,

shall be conducted on all candidates prior to employment. 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

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.