

United States Jobs Expertini®

Part-Time Testing Specialist.

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Company: GeorgiaGov

Location: Savannah

Category: business-and-financial-operations

Savannah Technical College is seeking a part-time Testing Assistant. This position will be based at the Savannah Campus, but may require regular travel to other Savannah Technical College locations. Under the general supervision of the Testing Center Coordinator, this individual will assist with administering testing to the full range of the College's customers. Job duties may include, but are not limited to the following: Greets visitors and/or students and determines the nature of their business and provides appropriate information, or refers to appropriate personnel as necessary.

Coordinates logistics for testing sessions.

Distributes and collects testing materials.

Serves as proctor during the testing session.

Processes exam materials and test scores.

Enters data from forms, records and/or reports using BANNER software or appropriate websites.

Maintains and orders testing materials and other supplies.

Provides secretarial and clerical duties in support of the Testing Center.

The examiner is expected to follow professional practices consistent with college policies in working with students, students' records, parents, and colleagues.

Must be available to work a flexible schedule, to include mornings, evenings, and weekends.

This position requires regular travel throughout the Savannah Technical College service delivery area, to include Chatham, Bryan, Liberty, and Effingham counties. Occasional travel outside the service delivery area may also be required.

Minimum Qualifications

High School Diploma or equivalent *and* six (6) months of related work experience.

Valid Driver's License and proof of insurability is required.

Excellent oral and written communication skills.

Exceptional customer service orientation is a must.

Skill in the operation of computers and job-related software programs.

Preferred Qualifications

In addition to the minimum qualifications, one year of experience in teaching, counseling, training, or testing.

Salary/Benefits

Salary is commensurate with education and work experience.

Application Deadline

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact HR Department. Send written compliance related correspondence to Savannah Technical College, Attn: HR, 5717

White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Qualifications to be determined by hiring organization based upon position requirements.

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