

## Test Administrator - Ann Arbor, MI

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Company: Pearson

Location: Ann Arbor

Category: business-and-financial-operations

Pearson VUE ( is the global leader in computer-based testing for information technology, academic, government and professional testing programs around the world. Pearson VUE provides a full suite of services from test development to data management and delivers exams through the world's most comprehensive and secure network of test centers in more than 180 countries, where we validate the skills and knowledge of millions of individuals every year.

Pearson VUE is a business of Pearson, the world's leading learning company with global-reach and market-leading businesses. Pearson is listed on both the London and New York stock exchanges (UK: PSON; NYSE: PSO).

Pearson VUE offers a great environment to start or grow your career, we are now hiring for a **Regular Part Time Test Administrator** to join our team in **Ann Arbor, MI** . The primary location is 30 Parkland Plaza, Ann Arbor MI 48103.

**Starting pay is \$ per hour.**

### **Responsibilities**

The Test Administrator position is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment. In this position, you will be required to:

Comply with all testing procedures and strictly adhere to company policies using careful judgment

Check in testing candidates, verify identification, and explain the exam process

Proctor / invigilate candidates while testing

Troubleshoot with internal departments to fix technical issues

Complete light housekeeping duties such as vacuuming the floors and sanitizing keyboards after each candidate has finished their examination

### **Schedule Requirements**

Our ideal candidate demonstrates teamwork, with the availability to **work a variety of shifts any day - Monday through Saturday - between the hours of 7:00 am and 8:00 pm** .

Candidate must be open to flexible scheduling.

This is strictly a part-time position and will remain as such, **20 hours per week** , with an expectation to work more hours if needed.

Schedules are available at least 2 weeks in advance.

### **Qualifications**

High school diploma or equivalent is required

Minimum of 1 year customer service experience is preferred

Experience proctoring or invigilating exams is highly preferred

Must be flexible in work hours and days

Beginner to intermediate experience in Microsoft Office (Word, Excel and Outlook)

Must be able to sit for long periods of time and also escort candidates to and from testing room.

Must be able to bend, stoop and lift up to 20 lbs with reasonable accommodation.

Must be comfortable in a quiet testing environment, hear soft voices and see details from a distance.

### **What to expect from Pearson**

Did you know Pearson is one of the 10 most innovative education companies of 2022?

At Pearson, we add life to a lifetime of learning so everyone can realize the life they imagine. We do this by creating vibrant and enriching learning experiences designed for real-life impact. We are on a journey to be 100 percent digital to meet the changing needs of the global population by developing a new strategy with ambitious targets. To deliver on our strategic vision, we have five business divisions that are the foundation for the long-term

growth of the company: Assessment & Qualifications, Virtual Learning, English Language Learning, Workforce Skills and Higher Education. Alongside these, we have our corporate divisions: Digital & Technology, Finance, Global Corporate Marketing & Communications, Human Resources, Legal, Strategy and Direct to Consumer. Learn more at

We value the power of an inclusive culture and also a strong sense of belonging. We promote a culture where differences are embraced, opportunities are accessible, consideration and respect are the norm and all individuals are supported in reaching their full potential. Through our talent, we believe that diversity, equity and inclusion make us a more innovative and vibrant place to work. People are at the center, and we are committed to building a workplace where talent can learn, grow and thrive.

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