Testing Center Student Job Description

The Testing Center works with students and community members to proctor exams and provide a secure and accessible environment for test takers.

Required Qualifications

- Overall GPA of 2.25 or higher
- Good academic and student conduct standing

Preferred Qualifications

- Customer service experience
- Knowledge of software and technology
- General office skills (checking people in, entering data, answering phones)

Responsibilities

- Checking test takers in, including completing paperwork and entering in computer
- Exam setup and clean up, including printing and returning to offices across campus
- Proctor exams including physically walking through center
- Assist in weekly administrative procedures such as data collection and reporting
- Complete necessary personnel paperwork and record working hours through OneUSG
- Model appropriate professional attitudes and behaviors toward others
- Maintain confidentiality of exams and test takers

Time Commitment

- Students may work 19.5 hours or less each week (Monday-Friday)
- May include some Saturdays

Associated Benefits

- Flexible Hours
- Earn $7.25/hour
- Build Your Resume
- Connect with Fellow Roadrunners
- Potential for Earning Letters of Recommendation for Grad School and Future Employment

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