JOB TITLE: Testing Center Student Office Assistant

WORK AREA: Testing Center

AREA HOURS   10-15 hours per week

JOB RESPONSIBILITES, DUTIES:
The Testing Center office assistant provides support to the Testing Center Coordinator, including scheduling tests for RCTC and WSU students, assisting with large test sessions, retrieving and logging voicemail, delivering and picking up mail and supplies, and other general support to the Testing Center.
Duties include:
- Greeting students and checking identification necessary for test session;
- Scheduling faculty make-up exams and ensuring paperwork is turned in prior to test sessions.
- Provide lunch and flex coverage as needed to answer general questions about the Testing Center;
- Setting up computers for specific test sessions;
- Filing, Organizing records as necessary;
- Monitoring time limit on faculty make-up exams when necessary;
- Updating signage and guides as needed;
- Scanning documents when needed;
- Some evening hours may be required but will be notified in advance.

PERFORMANCE EXPECTATIONS/CONDUCT:
The Testing Center office assistant is REQUIRED to always maintain student confidentiality and data confidentiality. While the office assistant will not be eligible to proctor or supervise high stakes exams (TEAS, Kryterion, etc.), the office assistant may be present during the administration of those tests and must hold any and all data confidential. The office assistant must also help to maintain a proper testing environment, following all Testing Center guidelines regarding electronics and usage of non-Testing Center items.
Other Details:
- Course schedule must be provided to Testing Center Coordinator and/or Director of Admissions prior to work start date. Students will NOT be allowed to assist in faculty make-up exams within their course of study.
- Course changes or schedule changes must be communicated at least 1 business day in advance.
- A fifteen-minute break is allowed for every four consecutive hours worked.
- Keep up with entering work hours in eTime after each shift worked.
- Personal phone calls, texting, Facebook, etc. is not permitted in the Testing Center.
- Please dress appropriately for office work.
- Keep the work area neat and organized.
- Friends and guests are not permitted to visit the Testing Center during work hours.
- Testing Center office assistant will understand the need to remain quiet while testers are in the room.

NUMBER OF STUDENT'S NEEDED:
(Assume 10-15 hours per student.)

   3-4 Academic Year   Summer (June-August)

TYPICAL WORK HOURS: X Daytime   ☐Evening   ☐Weekends

PERFORMANCE REVIEW:
Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Ursula Olson

Location: AT209

Phone:

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