**Testing Center Coordinator
Duke University**

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The position is open until filled and applications will be reviewed on a rolling basis. For best consideration, please apply by May 3, 2019.

 **Posting Details**

**Position Description**

**Job Title**: Testing Center Coordinator
**Department:** Academic Resource Center
**Organization**: Office of Undergraduate Education
**Supervisor:** Kimberly Bethea, ARC Director
**Position Status:** 1.00 FTE, Exempt

**Job Summary:** Under the leadership of the Academic Resource Center Director, the Testing Center Coordinator supports all aspects of the testing center. The position is responsible for the frontline operations of the center and proctoring.

**Required Qualifications:** Bachelor’s Degree is strongly preferred. Candidate must possess strong organization and administrative skills and the ability to resolve complex problems in a timely manner. Familiarity with electronic data management systems as well as facility with spreadsheets. Previous experience in a testing center or similar facility is strongly preferred.

Must be able to work some evenings and weekends during midterm and final exam periods.

**Work Performed:**

Proctoring/Test Prep 65%

* Manage the frontline operations (e.g., greet and assist students, etc.).
* Schedule rooms and exams (ensure students utilizing software are assigned to the appropriate rooms).
* Prepare exams to be administered (download from system, etc.).
* Convert exams into the appropriate alternative format or supervise the creation of the alternative format.
* Interact with faculty regarding questions about exams.
* Proctor exams (maintain exam security and ensure that only approved accommodations are permitted).
* Monitor proctoring cameras.
* Coordinate scribes and readers.
* Prepare completed exams for delivery to faculty and ensure exams are delivered to faculty in the appropriate manner.

Administration 25%

* Purchase supplies and materials.
* Maintain current copies of all institutional policies that apply to center responsibilities.
* Create and maintain office filing system.
* Manage student lockers.
* Provide copies of office policies to relevant administrative and academic units on an annual basis.
* Maintain center website, voicemail, and email.
* Engages in professional development activities to maintain knowledge and awareness of effective testing practices and relevant laws.

Supervision 10%

* Provide oversight of student workers.

Perform other related duties incidental to the work described herein.

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