Placement Testing Proctor
Enrollment Services

Position summary
Placement Testing Proctors are responsible for assisting with placement testing including but not limited to checking in testers, maintaining a secure testing environment as well as complying with all testing procedures and other various duties. Position reports to the Placement Testing Coordinator.

Responsibilities include:

Placement Testing
1) Get the testing supplies ready the day before
2) Post signs for the tests the day of test
3) Check-in test takers (no payments taken day of testing)
4) Distribute test materials and read directions for test
5) Monitor the test rooms and time of the tests (need to mark end time of test)
6) Collect test materials—shred test booklets
7) Get test materials ready to mail to UW Testing or hand score the tests

Other Responsibilities
1) Communicate with supervisor regarding dates available to assist with events
2) Attend all training sessions and meetings
3) Submit all timesheets
4) Other duties as assigned

Expectations
• Ability to work with minimal supervision
• Show up to events, meetings, etc. on time
• Read emails—this is the primary way we will be in touch with you this summer and throughout the next academic year. (Minimum 2x/week)
• If you need to miss a date, check with your peers first and find someone to replace you. After you’ve made arrangements, contact Carrie Parworth.
• Be appropriate with your attire at all events.
• Be courteous when addressing students
• Available to work the majority of the following dates (7:15 AM Start Time to approximately 2:30 PM)
  o Saturday, June 21st
  o Friday, July 11th
  o Saturday, July 19th
  o Saturday, August 2nd
  o Monday, August 18th
  o Monday, August 25th
  o Saturday, November 1st
  o Saturday, December 6th
  o Friday, January 2nd 2015
  o Tuesday, January 20th 2015

Apply online at: [www.waukesha.uwc.edu/studentjobs](http://www.waukesha.uwc.edu/studentjobs)
Questions? Contact Carrie Parworth at carrie.parworth@uwc.edu