



EMPLOYMENT OPPORTUNITY:

PART-TIME TESTING CENTER ATTENDANT

Applications accepted simultaneously from internal and external applicants

An AQIP accredited institution, Lakeland Community College is one of Ohio's premier two-year colleges, offering more than 130 degree and certificate programs to prepare students for a high-demand career or transfer to a four-year university. We are located within 25 miles of world-class activities in the Cleveland area. The college attracts over 10,000 credit students annually, yet we maintain an average student-to-faculty ratio of 18:1. Courses are offered at a variety of days and times as well as online. Lakeland opened the Holden University Center in fall, 2011. This state-of-the-art facility provides students with convenient access to complete a bachelor's or graduate degree from a variety of leading colleges and universities, all close to home.

Posted: 7/16/14

RESPONSIBILITIES:

- Monitor students taking tests in the Testing Center to ensure that test guidelines (i.e., use of notes, time allotted, use of Scantron) are followed.
- Document test administration, receive and maintain test files, maintain Test Center supplies.
- Provide basic instructions to testers on use of computers.
- Implement testing standards regarding testing protocol, maintenance of facility and access for students with disabilities.
- Log test/tester information of all computer testing; maintain records on computer testing management system.
- Assist learners with basic computer problems.
- Match SkillsMax learners with pre-scheduled tests.
- Provide basic "troubleshooting" functions throughout SkillsMax testing processes.
- Maintain aids necessary for special testing.
- Provide clarification of testing policies and procedures for learners
- Work with minimal supervision
- Administer placement and certification or other tests for internal and external constituents

QUALIFICATIONS:

Education/Training and Experience Required/Preferred

- High school diploma or equivalent
- Clerical experience and knowledge of computers.
- Experience in an educational setting preferred.
- An equivalent combination of education and experience, which provides the knowledge, skills and abilities is acceptable.

Knowledge, Skills and Abilities

- Ability to file accurately.
- Ability to communicate appropriately with students, staff and faculty.
- Ability to maintain confidentiality.

Conditions of Employment

- This is a part-time, continuing staff position during ten months per year.
- Requires successful completion of SkillsMax certifications from Prometrics and Pearson VUE as a Testing Administrator.

Working Conditions

- Sedentary – Mostly sitting and lifting up to 10 lbs.

COMPENSATION: The hourly salary is at grade 3A of the staff salary schedule with a minimum starting salary of \$11.42/hour. Part-time continuing employees receive non-insurance benefits including vacation, sick and personal time; paid holidays; and a prorated tuition waiver.

APPLICATION PROCESS:

Submit a completed college employment application* and a resume by midnight, July 28, 2014 (*Download an application at <http://www.lakelandcc.edu/positions> or pick up on campus in Room C-2089). Send materials via e-mail to: HRJobs@lakelandcc.edu, or deliver to: Human Resources Department, Room C-2089 (applications and after hours' mailbox located in hallway next to Human Resources office).

Lakeland Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the Human Resources Office at 440-525-7575.

