



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Test Administrator

PAY - \$22.60 (per hour)

JOB TYPE – Part-time (up to 19 hrs per week)

LOCATION – Baker City, Oregon

DEPARTMENT – Corrections
Education

The Test Administrator will plan, coordinate, facilitate, administer, and monitor all GED, CASAS, and other college placement tests to Adults in Custody at Powder River Correctional Facility (PRCF) as prescribed by state and college policies and procedures.

QUALIFICATIONS

MANDATORY: Bachelor's degree from an accredited college or university with previous work experience in teaching, tutoring, training, counseling, or testing or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and ability to perform the above duties. Requires advanced computer skills and the ability to learn job-related software, and willingness to learn IED (Adult in Custody Education Data) network and AS400 applications. Must be able to work a flexible schedule. Must be able to pass and maintain security clearance and be approved to enter PRCF - Oregon Department of Corrections facility.

PREFERRED: Bilingual in Spanish/English.

SPECIAL LICENSE/CERTIFICATE: Must be able to qualify for certification as Pearson Vue Examiner with GED Testing Service.

ESSENTIAL FUNCTIONS

Conduct testing sessions in accordance with state policies and procedures for each type of test given working within the established policies and procedures of Treasure Valley Community College, Oregon Department of Corrections, and PRCF.

Coordinate site testing programs (GED, CASAS, and college placement tests) with the Correctional Education Director and Education Coordinator.

Score and report test results as appropriate. Perform accurate data entry of test scores into computer. Report any testing irregularities. Complete reports and relevant analysis, including reading and reviewing data.

Maintain confidentiality and security of all testing materials and essay topics, test logs, seating charts, testing session reports, testing irregularity reports, and other required documentation. Return testing materials to appropriate agencies as required.

Resolve any testing issues that may arise in the Education Director's absence.

Maintain certification necessary to administer required tests.

Participate in Corrections Education activities as required. Attend relevant training and information meetings regarding rules and regulations at PRCF; attend security training sessions, fire drills, and workshops as required. Understand and abide by DOC, TVCC, and institutional policies and regulations.

Respond to emergency situations within the education department which requires wearing a body alarm or radio.

TERMS OF EMPLOYMENT

This is a part-time (up to 19 hrs per week), grant-funded, hourly position.

BENEFITS

There are no benefits associated with this position other than those required by State law.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position.
- A resume
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm OR you can request one from the Human Resources office
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.