



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

RECRUITMENT ANNOUNCEMENT

TEST PROCTOR

PAY - \$14.94 per hour

JOB TYPE – Part-time (see below)

DEADLINE – Open Until Filled

LOCATION - Ontario, Oregon

DEPARTMENT – Testing Center

REPORTS TO – Director of Accessibility and Student Services

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY: This position assists in the administration of internal (TVCC) and external (other institutions, agencies) placement tests and course exams.

QUALIFICATIONS

MANDATORY: Cannot be a current TVCC student. High school diploma or equivalent. Intermediate knowledge of word and spreadsheet programs. Able to work independently. Excellent organizational skills; effective verbal skills. Knowledgeable or quickly gain knowledge of placement, assessment, and standardized testing tools.

PREFERRED: Associate's degree. Previous experience working in a community college, preferably in student services.

ESSENTIAL FUNCTIONS

Proctor a variety of tests, including but not limited to: COMPASS, TVCC and other college course exams, Oregon Department of Agriculture, Oregon Building Code Division, and Tax Preparers exams. Maintain quiet atmosphere for testing.

Maintain confidentiality and security of all testing materials, test logs, and other test documents. Must be vigilant - able to pay close attention to cheating or prevention of cheating; able to administer Testing Center rules. Maintain a quiet atmosphere appropriate to testing.

Prepare documentation of cheating or dishonesty to assist in student discipline process.

Inventory and order exams on an ongoing basis. Return testing materials to the appropriate instructors, agencies, or other colleges as required.

Work with faculty to have the information/materials to proctor exams in a timely manner.

Develop testing schedules that fit the needs of staff, faculty, students, and outside agencies.

Work with students who have need of special accommodations, including but not limited to reading tests, scribing tests, or providing a special testing climate.

Enter placement scores from all TVCC's campuses (and other colleges/high schools) into appropriate software. Check the student's information and code the records for state reports.

Track the expiration date for the student's tests. Return tests to the appropriate party if they expire before the student takes the test.

May assist with the design and distribution of flyers, handouts, and door signs regarding the Testing Center's hours and rules.

TERMS OF EMPLOYMENT

This is a part-time (20-29 hours per week), Classified, hourly (non-exempt) position.

BENEFITS

Benefits include paid holidays, Oregon retirement plan (when eligible), vacation earned at a rate of 3.34 hours per month and sick leave earned at a rate of 4 hours per month.

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
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- 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 by the deadline, 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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.