Coastal Pines Technical College

JOB DESCRIPTION

TCSG Job Title: Project Assistant

CPTC Job Title: Project Assistant – Testing

Name: TBD Supervisor: Krystial Harrell

Under general supervision, this part-time position provides divisional assistance including but not limited to test administration, proctoring, customer service, data entry, continuing education, conference centers, and corporate training among others.

**RESPONSIBILITIES:**

1. Provide a variety of assistance to the division including but not limited to customer service, receiving phone calls, responding to voice-mails, responding to e-mails, taking course registrations, processing payments, data entry, classroom setup and cleanup, continuing education classes, corporate training classes, conference center events, instructor and student materials and supplies, and other as needed.
2. Administer and proctor computer-based and other testing including but not limited to those offered at the CPTC Golden Isles and, possibly, prisons.
3. Demonstrate a strong work ethic that includes flexibility to appropriately adjust schedule to “occasionally” work after hours including the possibility of weekends.
4. Demonstrate high quality internal and external customer service skills.
5. Demonstrate strong internal and external communication skills.
6. Demonstrate strong internal and external teamwork skills.
7. Demonstrate strong organizational skills.
8. Demonstrate strong technical skills including but not limited to computers, multimedia, software, hardware, networking, printing, video, sound, Internet and data projection among others.
9. Demonstrate physical ability to safely setup, breakdown and cleanup facility rentals. Including, but not limited to, bending over, reaching and lifting overhead, crawling, climbing, lifting and carrying at least 40lbs, and moving and setting up audiovisual equipment and other as required for facility rental operations.
10. Perform other duties as assigned by supervisor and/or VP Economic Development.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent \*and\* Two (2) years of work related experience

**PREFERRED QUALIFICATIONS:**

1. Previous experience with administering computer-based testing.
2. Previous experience working with technology such as networking, printing, video, sound, Internet and data projection among others.
3. Previous experience with customer service.
4. Proficient with using computers and applications.

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