



Recruitment Source:
Internal/External

OFFICIAL JOB ANNOUNCEMENT

Job Title: Part-time Pearson VUE Test Administrator

JOB SUMMARY

Under general supervision, the Certified Test Administrator is responsible for registering students, maintaining accurate records, and proctoring exams.

MAJOR DUTIES

- Proctors various academic, distance learning, exemption and nationally recognized college exams to ensure test security;
- Creates and maintains Assessment Databases;
- Data entry of students' scores into appropriate student database system;
- Maintains appropriate test administrator certifications;
- Oversees exam software installation, maintenance and upgrades;
- Registers students for academic based exams;
- Monitors daily exam schedule;
- Maintains exam files;
- Prepares and sends correspondences to other colleges, instructors, and testing agents;
- Communicates exam scores to students;
- Advisement of students on test scores, next steps and registration;
- Creates site, incident and irregularity reports;
- Develops Assessment Training materials;
- Participates in assessment, planning, budgeting, and staff development;
- Performs other duties as assigned.

COMPETENCIES

- Knowledge of various Assessments and allowable materials
- Knowledge of Prometric Administrator station and testing workstations
- Knowledge of Pearson Vue Administrator station and testing workstations
- Knowledge of CLEP Server, Administrator station and testing workstations
- Oral and written communication skills
- Organizational skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to provide instruction to others on use of equipment or processes

MINIMUM QUALIFICATIONS

- Associates Degree *OR* Two years of relevant work experience.
- Must be able to pass the Pearson VUE Test Administrator Certification exam.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university *OR* Four years of relevant work experience.

COMPENSATION

- Hourly
- Salary commensurate with qualifications and relevant experience
- Benefit Ineligible

APPLICATION INSTRUCTIONS

- Apply online at www.southernregional.edu/employment
- Open until filled
- For assistance/accommodations with the application/interview process, contact April Bentley, Human Resources Coordinator
abentley@southernregional.edu
229-217-4255

NOTICES

- All required education credentials, license, certification and/or registration must be submitted prior to employment
- References will be checked
- Post-offer requirements following a conditional offer of employment to include a criminal history records check, a physical exam, pre-employment/random drug testing, a motor vehicle records check, and, as applicable, a credit history check and a fingerprint records check.