JOB TITLE

Pearson VUE Testing Administrator

EMPLOYMENT STATUS

Part-time

JOB SUMMARY

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

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

In addition to the minimum qualifications:

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

COMPENSATION

• Hourly   • Benefit Ineligible   • Salary is commensurate with identified qualifications and experience

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
  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 and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, and a motor vehicle records check