

Albion District Library
Pearson VUE Test Administrator/Proctor (Casual)

Albion District Library is seeking a Casual Pearson VUE Test Administration to deliver GED tests to candidates in a welcoming and secure test environment.

Pearson VUE (www.pearsonvue.com) is the global leader in computer-based testing for information technology, academic, government and professional testing programs around the world. Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in more than 180 countries, where they validate the skills and knowledge of millions of individuals every year.

Starting pay is \$9.45 per hour, with an increase to \$10.00 per hour in 2020.

Responsibilities

The Test Administrator position is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment. In this position, you will be required to:

- Comply with all testing procedures and strictly adhere to company policies using careful judgment
- Check in testing candidates, verify identification, and explain the exam process
- Proctor candidates while testing
- Troubleshoot with internal departments to fix technical issues
- Complete light housekeeping duties, such as sanitizing keyboards, after each candidate has finished their examination

Schedule Requirements

Our ideal candidate demonstrates comfort with technology, reliability, and experience in customer service. Schedule is flexible and will be determined upon hire.

This is strictly a casual position and will remain as such, with an expectation of 5-10 hours per week.

Qualifications

- High school diploma or equivalent is required
- Minimum of 1 year customer service experience is preferred
- Experience proctoring exams is highly preferred
- Intermediate experience with computers, internet, and working with various software programs
- Beginner to intermediate experience in Microsoft Office (Word, Excel and Outlook)
- Must be able to sit for long periods of time and also escort candidates to and from testing room. Must be able to bend, stoop and lift up to 20 lbs with reasonable accommodation.
- Must be comfortable in a quiet testing environment, hear soft voices and see details from a distance.

Application Process

Interested applicants should complete the ADL part-time employment application and submit it the Library at 501 S. Superior Street, Albion, MI 49224. There will be rolling interviews for this position.

Albion District Library is an Equal Opportunity Employer.