



Part-Time Staff Employment Opportunity

Exam Proctors, part-time Division of University College

Division/Campus office	University College
Scheduled work hours	15 hours per week. Requires flexible work hours to be compatible with students' schedules.
Requirements	<p>Applicants must be reliable, organized, personable, and able to follow directions. Must be a self-starter with ability to work alone or as part of a team. Must be able to maintain confidential information and be able to read and write clearly. A positive attitude is essential as well as good writing and verbal communication skills. Proficiency in Microsoft Office products a plus. Experience working with people with disabilities preferred.</p> <p>Minimum education: High school diploma or equivalent required; some college preferred.</p>
Position description	<p>Proctor exams in a separate testing location for students with disabilities. Sometimes this position will require reading the exam and/or serving as a scribe for qualified students. Applicants must be very flexible to accommodate students as exams are scheduled at the same time as the students' regular class time. Start times range from 8:00 a.m. to 6:00 p.m.</p>
Application Deadline	<p>If interested, please send a cover letter, resume, and contact information for three references to employ@iupuc.edu.</p> <p>For additional information about the positions, please contact:</p> <p>Dr. Debra Winikates Director of University College and Retention Initiatives Phone: 812.375.7535 E-mail: dwinikat@iupuc.edu</p> <p>Application review begins immediately, and will continue until the positions are filled.</p>

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