

## **Part Time Test Proctor**

This is a part time position typically working one day per week, approximately 5 hours, during regular business hours.

When applying for this position please include a resume.

NATIONAL TESTING NETWORK | ERGOMETRICS is an exciting, growing company committed to the development of high quality employment and licensure exams. National Testing Network has developed the most innovative, job-related simulations tests in the industry. National Testing Network has been contracted to provide licensing exams for Cosmetologists, Estheticians, Barbers, Nail Technicians and Instructors.

The Proctor will be responsible for the successful operation of the written and computer testing at the center. Duties will include some record keeping, candidate satisfaction, facility appearance and maintenance, ensuring complete test administration from check-in to scoring and some general office administration.

Essential Functions:

Administrative

- Function as receptionist: answer telephone calls and provide professional and exemplary customer service for all candidates
- Perform necessary administrative tasks associated with managing candidate flow, record keeping and center operations
- Maintain testing center at highest level of cleanliness and order
- Coordinate and communicate with Ergometrics' headquarters
- Provide administrative support as needed to the Licensing Program Manager
- Draft incident reports, as necessary
- Holds key(s) to the test center
- Be responsible for the security of sensitive materials
- Provide support to team members at the testing center
- Stay current and informed with candidate testing requirements

Test Administration

- Candidate check-in, check-out
- Work directly with candidates
- Read exam script to group of candidates for exam sessions
- Maintain test security
- Maintain an organized file of incident reports
- Participate in Proctor training/ on the job education including, but not limited to reading manuals, and taking proctor exams

Desired Knowledge, Skills and Abilities:

- Knowledge of operational processes
- Excellent interpersonal communications skills, both oral and written
- Comfortable reading from script to group of candidates
- Ability to identify and detect when assignment details may be incomplete or incorrect
- Computer skills; advanced proficiency with Microsoft Outlook and Word
- Ability to learn NTN services and testing procedures

- Ability to contribute positively to the work environment and add to co-worker morale
- Ability to troubleshoot and correct problems
- Ability to maintain organized work environment including filing system and test material inventory

Experience and Qualifications:

- Objective test orientation without conflict of interest, without favoritism or affiliation with particular schools, systems/methods, products used, etc.
- No affiliation or employment with Cosmetology training school or program within 24 months prior to employment with NTN

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