

**National University**

**Student Accessibility Services**

**Employment Opportunity**

**POSITION:** Student Accessibility Services W-9 Proctor (pooled position)

**REQUIREMENTS:**

* Test Proctors must establish effective working relationships with students, faculty and staff

**KNOWLEDGE & ABILITIES**:

* Ability to communicate and write effectively
* Ability to effectively supervise individuals on a one-on-one basis and in small groups
* Ability to be sensitive to the diversty among students with disabilities
* Ability to read exams fluently
* Ability to write oral responses on proctored tests
* Ability to sit for multiple hours without distraction

**DUTIES**:

* Report to the Academic Accommodations Coordinator with Student Accessibility Services
* Administer exams for individual students or groups of students with disabilities throughout the San Diego region
* Ensure the integrity of the testing environment
* Safely deliver testing materials to instructors and the SAS office
* Abide by the Proctor Guidelines (provided by SAS)
* Serve as readers and/or scribes for students approved for this service

**SALARY**: $25 per hour

**WORKDAYS & HOURS**: Variable days and hours depending on scheduled exams (Monday- Saturday). Available shifts are emailed to the proctor pool, and assigned on a first come, first served basis based on proctors’ availability.

**STARTING DATES**: As soon as possible **APPLICATION DEADLINE**: Open until filled

**APPLICATION PROCEDURE**:

**Email your resume to Joanna Barankiewicz, Academic Accommodations Coordinator at jbarankiewicz@nu.edu. For any questions, email or call (858) 521-3968.**