



Savannah Technical College

Part-Time Testing Assistant (Multiple Vacancies)

Job Number: EDU008W

Job Posting: May 20, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Number of Openings: 3

Job: Education

Shift: Variable

Description:

Savannah Technical College is seeking three (3) part-time Testing Assistants. These positions will be based at the Savannah Campus, but may require regular travel to other Savannah Technical College locations. Under the general supervision of the Testing Center Coordinator, these individuals will assist with administering testing to the full range of the College's customers. Job duties may include, but are not limited to the following:

- Greets visitors and/or students and determines the nature of their business and provides appropriate information, or refers to appropriate personnel as necessary.
- Coordinates logistics for testing sessions.
- Distributes and collects testing materials.
- Serves as proctor during the testing session.
- Processes exam materials and test scores.
- Enters data from forms, records and/or reports using BANNER software or appropriate websites.
- Maintains and orders testing materials and other supplies.
- Provides secretarial and clerical duties in support of the Testing Center.
- The examiner is expected to follow professional practices consistent with college policies in working with students, students' records, parents, and colleagues.
- Must be available to work a flexible schedule, to include mornings, evenings, and weekends.
- This position requires regular travel throughout the Savannah Technical College service delivery area, to include Chatham, Bryan, Liberty, and Effingham counties. Occasional travel outside the service delivery area may also be required.

Minimum Qualifications

- High School Diploma or equivalent *and* six (6) months of related work experience.
- Valid Driver's License and proof of insurability is required.
- Excellent oral and written communication skills.
- Exceptional customer service orientation is a must.
- Skill in the operation of computers and job-related software programs.

Preferred Qualifications

In addition to the minimum qualifications, one year of experience in teaching, counseling, training, or testing.

Physical Demands

Work is typically performed in a classroom or office environment with intermittent sitting or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes. The employee occasionally lifts or moves objects of a light to medium weight.

Salary/Benefits

Salary is commensurate with education and work experience.

Application Deadline

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.