

JONES COUNTY JUNIOR COLLEGE
January 12, 2012

POSITION: eLearning/Proctor Center Assistant

DIVISION: eLearning (CALLab)

TERM OF EMPLOYMENT: 12 months – Adjunct

SALARY: Paid hourly

CLOSING DATE FOR APPLICATIONS: Friday, January 27, 2012

JOB DESCRIPTION:

The duties and responsibilities of the eLearning/Proctor Center Assistant shall be:

1. To assist students and faculty with computer and BlackBoard questions and problems.
2. To assist with/monitor/administer proctored exams.
3. To assist in the faculty and student BlackBoard training sessions.
4. To maintain necessary records.
5. To enroll students in online classes in PeopleSoft and the virtual environment.
6. To work with other departments on campus as needed.

MINIMUM QUALIFICATIONS:

- A. Good written and oral communication skills, which includes professional telephone communication skills
- B. Computer application skills (Word, Excel, PowerPoint)
- C. BlackBoard and PeopleSoft experience a plus, but will train if necessary

APPLICANT MUST PROVIDE BY CLOSING DATE THE FOLLOWING:

1. Completed application
2. Minimum of three (3) references attesting to abilities in the discipline
3. Documentation of educational achievements
4. Documentation of work experience
5. All applicants will be required to submit to a background check

CONTACTS:

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