

**JONES COUNTY JUNIOR COLLEGE**  
**Position Announcement**  
**July 31, 2017**

**POSITION:** eLearning Test Proctor

**DIVISION:** eLearning (report to the Director of eLearning)

**TERM OF EMPLOYMENT:** 12 months

**COMPENSATION:** Hourly (based on experience and education).

**APPLICATION DEADLINE:**  
**August 11, 2017**

**JOB DESCRIPTION:**

The eLearning Test Proctor provides supervision and support for students during examination for the eLearning department at Jones County Junior College. The eLearning Test Proctor is also responsible for providing support to faculty and students to promote, support, and sustain a vibrant digital-age learning culture that represents and inspires effective technology use for education.

**The duties and responsibilities of the eLearning Test Proctor shall be but not limited to the following:**

- Provide leadership and support to instructional staff and students.
- Assist in responding to concerns regarding online classes from students and faculty.
- Be familiar with and enforce testing procedures.
- Determine which materials are permitted for students during testing.
- Greet students and verify personal information by checking photo identification
- Provide seating and testing instructions to students.
- Ensure testing policies and protocols are followed precisely.
- Proctor the exam room and ensure students do not indulge in misconduct.
- Take disciplinary action in the event of student misconduct.
- Maintain security of student information.
- Protect highly confidential and valuable information.
- Assist in overseeing the student conduct process during testing.
- Maintains and updates important records.
- Participates as an active member in the campus community on behalf of the Division of Instructional Affairs
- Performs other duties as assigned

## **REQUIRED QUALIFICATIONS**

- An Associate's degree with three years of related experience or equivalent combination of education and experience.
- Ability to demonstrate excellent oral, written and computer skills.
- Proven ability to multitask and problem solve.

## **PREFERRED QUALIFICATIONS:**

- Previous experience in eLearning and Canvas LMS
- Supervision of students at a college.

**CONTACT PERSONS:** All inquiries should be routed through the Human Resources department:

Jones County Junior College  
Human Resources Director  
900 South Court Street  
Ellisville, MS 39437  
Office: 601-477-4058  
Fax: 601-477-4017

Applicant must provide the following by the closing date:

- (1) Complete resume and JCJC employment application
- (2) Minimum of three (3) references attesting to abilities in work area.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.*