

PART-TIME ADULT EDUCATION LITERACY TESTING PROCTOR
San Angelo Site

POSITION:	PART-TIME AEL TESTING PROCTOR #283
NOTE:	OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.
EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:	Some college required or specialized training. 1-year related experience preferred. Must have good oral and written communication skills. Knowledge of ZOOM and internet skills required.
DESCRIPTION OF JOB DUTIES:	Administer and proctor standardized online tests: TABE 11/12, CASAS and other online proctored AEL exams. Knowledge of Microsoft Word and Excel required.
SALARY:	\$9.00 per hour (19 hours per week)
POSITION AVAILABLE:	September 9, 2021
TO APPLY:	Complete online application at and attach transcripts, certifications at: https://howardcollege.edu/careers/
POSTED:	September 9, 2021

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status, or any other characteristic protected under applicable federal or state law in its employment policies, procedures, and processes as well as application and admission processes, educational programs and activities and college facilities.