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|-----------------------------|------------------------|-----------------------|-------------|
| <b>JOB DESCRIPTION:</b>     | Testing Proctor        |                       |             |
| <b>DIVISION/DEPARTMENT:</b> | Academic Affairs       |                       |             |
| <b>REPORT TO:</b>           | Testing Administrator  |                       |             |
| <b>EEO CLASSIFICATION:</b>  | Administrative Support | <b>FLSA STATUS:</b>   | Non-Exempt  |
| <b>CUPA CLASSIFICATION:</b> | 429100                 | <b>DATE APPROVED:</b> | 01-MAY-2025 |
| <b>POSITION NUMBER:</b>     | SSPR01                 | <b>DATE MODIFIED:</b> | 21-JAN-2026 |

**SUMMARY:** Provides testing proctoring for various testing companies related to WNMU.

**DUTIES:**

1. Proctors the test for ACT, SAT, PRAXIS, CLEP, Accuplacer, and NBCC.
2. Assists for College Level Examination Program (CLEP) Accuplacer testing including but not limited to organizing with students and IT department to schedule and administer the test.
3. Troubleshoots technical issues and communicates with testing vendors as needed.
4. Assists with communication with high school counselors to promote WNMU.
5. Assists in maintaining testing schedules and updates online calendar.
6. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
7. Performs other duties as assigned.

**REQUIREMENTS:**

1. **Education /Background:** High School Diploma or GED or Certified Testing Administrator certificate required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to troubleshoot computer related problems and to coordinate hardware and/or software updates. Skill in the use of Microsoft Windows, Microsoft Office Suite, Mac OS, Banner, Canvas, and various education-based software. Ability to perform preventative maintenance on office equipment. Ability to document work process. Ability to train students, staff, and faculty regarding computer related issues as assigned. Ability to communicate effectively and courteously orally and in writing. Ability to communicate technical guidance and instruction to users on the use of PC applications and systems. Ability to prioritize tasks by degree and need. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students, outside vendors, contractors, service providers and legal agencies. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community.
3. **Working Conditions/Physical Demands** (With or Without Accommodations):— Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

**4. Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)