Openings Available:

We have up to six (6) part-time positions available that require 15 - 20 hours of work per week during June and July 2013.

Job Summary:

Testing Room Supervisors provide testing supervision and administration throughout New Student Orientation. Testing Room Supervisors are responsible for the consistent and efficient administration of the Math Skills Assessment and optional placement exams in Biology and Calculus. Positions are part-time.

Orientation testing begins June 5 and continues through July 17. Within that time frame, there will be 2 weekends where exams will be administered. Paid training, lasting approximately three to five hours, will be provided prior to the start of Orientation.

Applicants must be dependable and have the ability to work both independently and as part of a team. This position requires daily work with new students and, in some cases, requires oversight of an undergraduate exam proctor. Testing Room Supervisors should be friendly, possess an open and welcoming attitude, exercise excellent communication skills, and share our commitment to the ethical and professional administration of these exams.

Schedule and Positions available:

Applicants must be available between June 4 – July 15 and be able to commit to all times listed for one or more of the following “shifts.”

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<thead>
<tr>
<th>Times</th>
<th>Weekly Days</th>
<th>Additional Days</th>
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<tbody>
<tr>
<td><strong>Shift A</strong></td>
<td>10:30am – 1:30pm</td>
<td>Monday – Thursday</td>
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<td><strong>Shift B</strong></td>
<td>7:00am – 11:30am</td>
<td>Monday – Thursday</td>
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<td><strong>Shift C</strong></td>
<td>7:00pm – 9:30pm</td>
<td>Sunday – Thursday</td>
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* Exact dates and times will be discussed during the interview process.
Primary Responsibilities of the Testing Room Supervisors are to:
- Provide clear direction and instruction to testing proctors and examinees;
- Maintain test security before, during, and after each examination;
- Provide active proctoring during exams;
- Prepare test material packets, information for examinees; collect / organize completed exams for scoring;
- Assist program participants during the orientation program as needed; and
- Perform other necessary duties required by Bloomington Evaluation Services and Testing (BEST) and the Office of First Year Experience Programs.

Testing Room Supervisors are expected to:
- Work all assigned hours;
- Attend all training sessions and staff meetings as scheduled;
- Display a positive attitude, a strong work ethic, and a professional demeanor;
- Demonstrate enthusiasm for Indiana University and the orientation experience;
- Communicate effectively with wide range of people;
- Perform all responsibilities in a punctual, reliable, and conscientious manner; and
- Exercise mature judgment, good humor, flexibility, and patience.

Compensation:
- Testing Room Supervisors are paid the standard rate of $8.00 per hour.

Selection Process:
- Applications will be reviewed on a rolling basis.
- Interviews will be scheduled as applications are received.
- Interviews will begin immediately and continue until all positions are filled.
- Preference will be given to graduate students and students graduating in May 2013.

To apply, please visit http://www.surveymonkey.com/s/TestingSupervisor

Office of First Year Experience Programs
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