

Testing Center and Tutoring Assistant **(Nine-month, temporary position – 28 hours/week average)**

POSITION OVERVIEW

Reporting to the Accessibility and Academic Support Coordinator, the employee performs administrative duties within well-defined procedures with occasional non-routine assignments during the MMA academic year. Judgment and initiative are routinely exercised, and strong professional verbal and written communication skills, as well as discretion and confidentiality, are required.

DUTIES INCLUDE:

Accessibility Services Support

- Provides exam proctoring on an as-needed basis in compliance with all Testing Center policies:
 - Communicates with students to schedule exams and quizzes.
 - Communicates with faculty to obtain, proctor, scan, and return exams in accordance with faculty instructions and Buoy House procedures.
 - Documents a chain of custody for all exams received, returned, and destroyed.
- Facilitates accommodations for students as needed (such as: creating large-print exams, assisting students with proofreading exam answer sheets, obtaining and/or producing alternative course materials).
- May coordinate note-taking accommodations by recruiting volunteer (student) note takers and by receiving and distributing notes to eligible student recipients.

Academic Services Support

- Fulfills requests for individual peer tutoring as needed.
- Tracks tutor assignments and hours worked.
- May solicit faculty recommendations for prospective student (peer) tutors.
- Maintains a database of eligible tutors.
- Assists Coordinator with scheduling coverage of the three drop-in help sessions (Math/Physics Center, Writing Center, NavLab), including communicating with students to find replacement Tutors should students be unable to work their shift.
- May assist with Academic Alerts and the PFD program.
- Provides support for Library services as needed under the direction of Library staff.

SKILLS

- Strong interpersonal, verbal, and written communication skills.
- Ability to work professionally with students, faculty, staff, and college administration, and to maintain confidentiality of information.
- Professional, positive, and approachable attitude.
- Excellent organizational skills, including ability to multi-task, meet deadlines and prioritize assignments.
- Ability to work both independently and as part of a team.

REQUIREMENTS

- Bachelor's degree preferred; high school diploma required.

- Strong computer skills using a Windows-based operating system, specifically Word, Excel, email, and internet software.
- Ability to work occasional evening hours, nights and weekends in support of Academic Services workload and related campus events.

PHYSICAL/ENVIRONMENTAL FACTORS

- While the job is generally sedentary, climbing stairs in the Buoy House and occasionally working in other campus locations is required.
- Frequent use of keyboard and computer screen.
- Occasionally lift and move up to 30 pounds.