

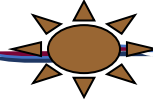
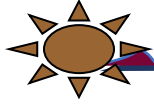


NEIGHBOR TO NEIGHBOR COMMUNITY DEVELOPEMENT CORPORATION

814 Clifton Avenue • P.O. Box 1116 • Sharon Hill, PA 19079

Tel. 610.461.8140 • Fax 610.461.8142

www.n2ncdc.org



Position: Test Center Proctor
Hours: Every Tuesday, Wednesday, Thursday 9:30am to 1:00pm
Status: Part-time (paid per month)

Description: Under the supervision of the Test Center Director and after certification training, the Proctor will be responsible for fulfilling the duties associated with operating the test center. Completion of successful training will verify that the test administrator is familiar with daily administration procedures and is able to respond quickly and appropriately to typical situations. The test center is located at N2N office, 814 Clifton Ave, Sharon Hill, PA 19079

Duties/Responsibilities:

- Daily start-up of test workstations
- Check schedule for the day's candidates
- Assure candidates read and sign agreements/answer sheets
- Check in all scheduled test candidates in registration manager
- Verify documents to insure correct person is testing
- Set candidates at workstations and log in specific test
- Monitor all candidates to assure a high level of security during the exam
- Upon test completion sign off and shut down test workstation
- Collect all material and sign candidate out

Qualifications:

- Must successfully complete online training
- Attention to detail
- Excellent communication skills
- Must be able to work independently
- Must be able to multi-task

For more information, contact Ms. Donaldson at bdonaldson@n2ncdc.org or fax your resume to 610-461-8142.