CFLC Testing Graduate Assistant Position

Job description:

This is an academic year position for a BC graduate student. 20 hours per week -- ideally 1pm - 5pm Monday through Friday. This position comes with a stipend and partial tuition remission.

- Assist in daily organization and functioning of test taking at the CFLC
- Assist in training new proctors
- Act as liaison for CFLC with proctors via Slack and email
- Proctoring exams
- Create daily spreadsheets using Google Drive and the online test booking system ClockWork
- Print out exams and proctoring sheets as they become available through the online test booking system ClockWork.
- Maintaining integrity of exams and confidentiality of the students taking the exams.
- Communicate and interact with professors, staff, and students regarding exams taking place at CFLC.

Please send letter of interest and resume to:

Mary Rajner at: mary.rajner@bc.edu