

## DRS Proctor

### Job Description

The Disability Resources for Students (DRS) Office seeks an hourly graduate student employee to provide proctoring services for student(s) with disabilities, who receive testing accommodations in an academic program. DRS is seeking candidates that are resourceful, reliable, engaged, and professional.

### Supervision

This position will report to DRS for hiring and a designated academic program staff member for supervision.

### Job Hours and Pay for Student Employee

\$15 per hour.

Proctor **must be available** for the academic program's exam dates and times, though shifts may be shorter if students finish exams early:

### Responsibilities

- Arrive early before pre-scheduled exam.
- Sit in testing room, observing testers.
- Refrain from noise making activities (including typing).
- Walk around the room periodically.
- Let supervisor know if you notice any cell phones or any cheating.
- Let supervisor know if anything else seems wrong.
- Collect completed exams and scratch paper from students if applicable.
- Seek clarification from Coordinator if unsure what to do at any point.

### Minimum Qualifications for Student Employment

- Computer skills to include working with databases, spreadsheets and word processing.
- Problem-solving and decision-making skills.
- Candidate must be a current UW Graduate student.
- Candidate must be available for dates and times listed above.

### Desirable for Student Employment

- Experience working with students and or adults with disabilities.
- Experience in and familiarity with higher education.
- Fluency in American Sign Language.
- Knowledge of assistive technologies for people with disabilities.
- Pattern of excellent attendance and punctuality in prior positions.

Last updated: January 2017