

## Work Study Job Description

<b>Job Title</b>	Disability Resources Examination Proctor
<b>Department Name</b>	UW Bothell Disability Resources For Students
<b>Job Location</b>	Bothell Campus
<b>Pay Rate</b>	\$10.00 - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Rosa Lundborg
<b>Phone Number</b>	425-352-5307
<b>Email Address</b>	RLundborg@uwb.edu
<b>Website</b>	
<b>Box Number</b>	358500

### Nature of Organization

Student Services includes: Career Services, Counseling, Disability Resources for Students, and Veterans Services. In Student Services we help you manage stress, provide accommodations, offer success and retention strategies as well as career guidance.

### Duties and Responsibilities

- Monitors students during test sessions to ensure a secure testing environment
- Assists in the distribution and collection of test material to the student(s) and ensures the tests are ready for pick-up by the instructors
- Assists in clarifying professor's test instructions for students, regulating allowance(s) for exams, and ensures that the student starts and finishes the exam at the original time set by the professor.
- Verifies student's identification and seats them appropriately
- Reports suspected irregularities, cheating, and breach of student conduct to the professor and DRS staff.

### Minimum Qualifications

Strong leadership and organizational skills required, as well as the ability to complete tasks without reminders and/or instructions.

Efficient personal and technical skills needed for effective and timely communication with professors and students.

The ability to maintain a calm environment in a stressful situation.

Requires the ability to work with diverse student populations, faculty, and staff with attention to excellent customer service. Needs to be able to take direction and work as a team. Must have excellent communication skills, be able to stay on task, be detail-oriented, manage complex tasks, and be punctual. Must be sensitive to the student's needs and accommodations while maintaining strict confidentiality.

### **Educational Benefits**

This is a great opportunity to gain a wide range of skills.

Duties and Responsibilities and the following:

- Assisting with finding note takers for students who require note taking as a part of their disability accommodation.
- Keeping a log of all students who use the testing room for testing, equipment, etc.
- Light housekeeping duties such as dusting, cleaning the desks, sanitizing equipment

### **How to Apply**

To apply email your resume to Rosa Lundborg at [RLundborg@uwb.edu](mailto:RLundborg@uwb.edu)

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Job Number: BOTH02 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: State