OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

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

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Job Number: BOTH02 | Job Class Code: 0875 | 51% Comp. To Classified: n | State | Open