



EMPLOYMENT VACANCY

POSITION:	Part-Time Assessment Center Proctor(s)
REPORTS TO:	Director of Aspire & Assessment Center
STARTING DATE:	ASAP
HOURLY:	\$15.00/Hourly
WORK SCHEDULE:	Part-time hours as scheduled
JOB OBJECTIVE:	Individual will serve as a proctor for adult students utilizing the Assessment Center at the Auburn Career Center. Assists students with the use of testing technology and oversee testing procedures for online assessments.
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none">● High School Diploma or equivalent● Possesses excellent communication skills● Proficient with computers● Ability to be approved as a test proctor and/or room supervisor● Ability to work in a quiet environment● Detail oriented● Perform other duties as assigned
APPLICATION DEADLINE:	Until Filled Letter of interest, application and any other statement of qualifications must be submitted with the online application.
HOW TO APPLY:	Log on to the ACC website, click on Employment and click on the Applitrack Job Board and find the position you are applying for: http://auburncc.org ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
DATE POSTED:	January 21, 2026

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