

Proctor Job Description

Proctors assist students with disabilities who receive test accommodations. Test proctoring may include monitoring test takers, reading an exam to a test taker, or writing/typing responses for a test taker. Test proctors may also be required to deliver completed exams to academic departments across campus. The proctor must be accepting and willing to work with students with different backgrounds and abilities while maintaining confidentiality. Our office services students with varying abilities and accommodations. Mobility devices and service animals may accompany the student to their exams. Proctors can schedule as few or as many hours as they would like each week, depending on exam needs and proctor availability. Exams take place on weekdays generally between 8:00 a.m. and 4:30 p.m. with later hours during Finals week (dependent on exam needs and proctor availability).

Applicant must be a full or part-time UWSP student

Preferred Qualifications:

- Applicant should be at least in their sophomore year or higher class status; or at least have been a student at UWSP for two full semesters (not to include summer or Winterim semesters)
- Applicant should have and maintain a cumulative GPA of 2.5

Email jeanders@uwsp.edu or pick up an application at the Disability Resource Center at 108 Collins Classroom Center.

If you have any questions, stop in the DRC office, email or call 715.346.3365

Starting Wage: \$9.00/hr

Non-WS or Work Study (Community Service)