STUDENT DISABILITY SERVICES
STUDENT ASSISTANT JOB DESCRIPTION & APPLICATION

Minimum Requirements

- At least sophomore status with minimum 2.25 GPA
- Must have completed at least one semester at USA
- Ability to work schedule as defined
- Must attend mandatory staff meeting at the beginning of Fall and Spring semesters
- Must be available to work the week of final exams

Primary Responsibilities

- Serve as test proctor, reader, and scribe as needed
- Be present at all times during the administration of the exam and ensure that the exam is conducted in a quiet and efficient manner
- Communicate instructions for the exam session to test-takers
- Distribute, collect, and ensure security of all exam materials
- Notify test-takers that the use of any aid that has not been expressly approved by faculty is not allowed during the session
- Monitor the exam process during administration by moving unobtrusively around the room
- Protect test-takers from disturbances and distractions
- Ensure that test-takers follow the exam procedures and security policy requirements and enforce proper procedures in the event of non-compliance
- Promptly complete the Test Proctor Observations Form and return it to the SDS Testing Services Coordinator
- Please note: Test proctors are subject to video monitoring and recording.

Name: _____   Jag #: _____

Classification: _____   Major: _____

Local Address: _____

Permanent Address: _____

Home Phone: _____   Cell Phone: _____

Email Address: _____

Do you receive College Work Study?   _____ Yes   _____ No

Are you currently employed?   _____ Yes   _____ No

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Name: _____   Phone: _____

                                              Cell: _____

Please indicate with an X the times that you are <u>AVAILABLE</u>

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-9 a.m.					
9-10 a.m.					
10-11 a.m.					
11 a.m.-12 p.m.					
12-1 p.m.					
1-2 p.m.					
2-3 p.m.					
3-4 p.m.					
4-5 p.m.					
5-6 p.m.					
6-7 p.m.					
7-8 p.m.					

Below, please list the name and phone number of one on-campus reference, either an instructor or full-time USA staff employee.

Name: _____   Phone: _____

Title/Department: _____

Applicant Signature: _____

_____

SDS Office Use Only

Reference Check: _____ Interview Date: _____ Training Date: _____

Primary Assignment & Location: _____