



POSITION VACANCY ANNOUNCEMENT

DATE: September, 12, 2018

POSITION TITLE: Center for Testing and Assessment (Part-Time Position)

SALARY RANGE: \$15./hour

QUALIFICATIONS: CMCC is looking for a part-time employee for the Center for Testing and Assessment. This is a six-month contract position with potential for renewal. Bachelor degree preferred.

PREFERRED QUALIFICATIONS: Excellent customer service, detail oriented, ability to maintain confidentiality, comfortable working with a variety of computer applications (MS Outlook, MS Word, MS Excel, Internet Explorer, Windows OS)

RESPONSIBILITIES: Checking test takers in according to test vendor protocols, proctoring test sessions, maintaining computers according to test vendor requirements, answering phones, maintaining multiple testing calendars and other duties as assigned.

SCHEDULE: The schedule is flexible, generally Monday through Friday within 8:00am-4:30pm timeframe. There are occasional evening and Saturday hours. About 15 hours per week. Ideally, this position is year round.

APPLICATION Submit a letter of application, a current resume, and a completed CMCC employment application by September, 25th.
(available at www.cmcc.edu – (Jobs at CMCC - located at bottom of page)
To:
Todd Crossley – tcrossley@cmcc.edu (207-755-5434)
Central Maine Community College
1250 Turner Street, Auburn, Maine 04210

APPLICATION: Application review will continue until the position is filled.

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 755-5233.