

Testing Center Assistant – Summer 2025 Semester

Posting Date: 5/16/2025

Classification: Work-study

Description: Student workers will assist students with information regarding the Testing Center such as hours, appointments, and exam information. Student workers will identify proper picture ID, remind students of the Testing Center rules before entering the Testing Center, and signing students into the testing center. Other duties may include phone calls, picking up mail, and locking and monitoring personal belongings while students are testing.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty. Must be dependable.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

To Apply: To schedule an interview, please contact Melissa Leake 575-492-2740

Application Deadline: Open until filled