

Office of Accessibility Services *Student Employment Job Descriptions*

[Student Employment Application](#)

Note: Must be logged into Clarkson email to access the application. Must be Federal Work Study eligible for consideration.

Compensation: \$13.20/hour

Contact: oas@clarkson.edu

Essential Skills (Applicable to both Proctor and Office Assistant)

- Effective communication and customer service skills, verbal and written
- Always maintain confidentiality
- Demonstrated computer and technology skills
- Must be quiet during shift (typically 3 hours, but can be up to 6 hours)
- Remain calm during stressful situations

Proctor Job Responsibilities

- Maintain confidentiality of students taking exams
- Uphold the highest degree of academic integrity
- Follow and provide clear instructions
- Facilitate exams for up to 25 students at any given time
- Report violations of academic integrity
- Obtain exams from and return exams to department offices
- Maintain accurate and detailed exam records
- Communicate with OAS, students taking exams, and instructors
- Attend all scheduled shifts and training sessions on time
- Secure coverage and inform OAS for all scheduled shifts that must be missed
- Value diversity in the work environment
- Maintain a clean and tidy work environment
- Perform other duties from time to time as required

Office Assistant Job Responsibilities

- Maintain confidentiality of student records
- Uphold the highest degree of academic integrity
- Enter accurate and detailed exam records into myCU
- Request exam materials from instructors
- Inventory exam supplies
- Follow and provide clear instructions
- Obtain exams from and return exams to department offices
- Communicate with OAS, proctors, department offices, and instructors
- Attend all scheduled shifts and training sessions on time
- Secure coverage and inform OAS for all scheduled shifts that must be missed
- Value diversity in the work environment
- Assist with clerical duties for the department
- Maintain a clean and tidy work environment

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