STUDENT DISABILITY SERVICES STUDENT ASSISTANT JOB DESCRIPTION & APPLICATION

Minimum Requirements

At least sophomore status with minimum 2.25 GPA

Must have completed at least orsemester 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 proctoreader, and scribe as neded

Be present at all times during the administration of the exam and ensure that the exam is conducted in a quiet and efficient mannerot

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