



Office of Human Resources
125 College Drive
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Proctor

Part-time and Temporary

Duties include:

Working with the staff of the ACT/Proctoring center this position schedules tests and utilizes a variety of check-in procedures and test set ups. The position also proctors tests and is responsible for some record keeping.

Beginning hours will vary Monday thru Thursday plus flexibility to also provide coverage at other times as needed. Some Tuesday evenings and one Saturday a month will be required. Total maximum hours each month is 40.

Qualifications:

High school or equivalent education; reliable and well-organized individual who is proficient with computer applications and able to multi-task. Good customer service skills required.

To apply, please submit:

- Completed Casper College Applicant Data Release form
- Letter of application
- Current resume

Announcement date: March 11, 2010

Desired starting date: April 1, 2010

Salary: \$13.50 per hour

Note: This is a part-time position and is not eligible for benefits