



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.

Testing Center Specialist Position Opening

This new position will serve as primary contact for all GED testing as Examiner and as a proctor for other ATC testing.

Duties include:

- Administer all GED tests
- Assure that GED standards and procedures are maintained
- Conduct pre-testing and counseling for GED candidates
- Order and maintain GED materials and supplies with required inventory verifications
- Accept and process payments for tests
- Participate in all GED graduations and awards ceremonies
- Provide guidance and service to GED candidates with disabilities
- Attend all meetings for Examiners sponsored by the GED jurisdiction
- Maintain confidentiality of information and records; adheres to college and other applicable regulations
- Assist Academic Testing Center staff as necessary
- Perform a variety of other duties as assigned

Qualifications

- Bachelor's degree in related field or equivalent educational experience, plus experience in teaching, training, counseling, or testing
- Communicate effectively verbally and in writing
- Operate PC and related software applications
- Effectively organize and prioritize assigned work
- Establish and maintain effective working relationships with other people

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume
- List three references showing relationship and complete contact information
- Transcripts of all college work (official transcripts will be required if employed)

Announcement date: August 26, 2010

Applications accepted through: September 9, 2010

Starting date: October 1, 2010

Salary: Classified Staff grade 9; \$31,549 annually plus full benefits

Note: This is a supply position – subject to annual renewal