

Course Proctor

FLSA Status: Non-Exempt

Employment Type: Part-Time/ \$10 per hour/ Maximum of 19 hours per week

Position Summary - Vernon Campus and Century City Center

The Course Proctor supports student success and academic integrity by monitoring assigned classes, labs, and testing environments. The position is responsible for observing student attendance, engagement, and compliance with college policies while providing administrative support to instructors and academic departments. The Course Proctor serves as a professional presence in the learning environment and assists in maintaining a safe, productive, and student-centered atmosphere.

Essential Duties and Responsibilities

- Monitor assigned classes, labs, testing sessions, and academic activities to ensure compliance with college policies and procedures.
- Verify and document student attendance, participation, and engagement as required.
- Observe classroom and learning environments and report concerns or disruptions to the appropriate supervisor.
- Assist instructors with distributing and collecting course materials, assessments, and attendance records.
- Monitor examinations and academic activities to promote academic honesty and integrity.
- Ensure students adhere to classroom expectations, safety guidelines, and institutional policies.
- Communicate professionally with faculty, staff, and students.

Required Qualifications

- High school diploma or equivalent.
- Strong organizational skills
- Effective verbal and written communication skills.
- Ability to maintain professionalism, confidentiality, and impartiality.
- Basic computer proficiency (will be trained)
- Ability to work independently and follow established procedures.

Preferred Qualifications

- Associate degree or higher from an accredited institution.
- Experience working in an educational setting, student services, testing center, or office environment.

Knowledge, Skills, and Abilities

- Knowledge of academic integrity standards and student conduct expectations.
- Ability to accurately monitor, document, and report observations.
- Strong attention to detail and observational skills.
- Ability to interact effectively with diverse student populations.
- Ability to exercise sound judgment and discretion.
- Consistent, dependable and reliable attendance is required

Physical Requirements

- Ability to sit, stand, and walk for extended periods.
- Ability to move between classrooms, laboratories, and campus facilities.

Work Environment

Work is performed in classrooms and other educational settings. The position may require evening, weekend, or flexible scheduling based on course offerings and institutional needs.

Security Sensitive Statement

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)