



NASHVILLE INTERNATIONAL
Center for Empowerment

Adult Education Testing Proctor

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The testing proctor is responsible for scheduling and administering pre and post tests to all Adult Education students. This position reports to the Student Coordinator and is a part time 7-10 hour/week role.

Responsibilities:

- Assist NICE Team in orientations and testing sessions at various locations for all new Adult Education students including: Workforce, HiSET, ESL and Citizenship
- Prepare testing environments including: sanitize stations, set up computer, eliminate distractions
- Administer & proctor CASAS reading tests and listening tests to Adult Education students
- Administer & proctor TABE tests, Essential Education practice tests to Adult Education HiSET students
- Assist Student Coordinator in scheduling pre and post tests for all Adult Education students
- Attend webinars, trainings and meetings in order to understand best testing procedures and test security
- Work with NICE team to identify test taking strategies or procedures that would benefit the student
- All other duties as assigned to support the success of the Adult Education Department

Successful candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to call, text and communicate with people from all backgrounds
- Have high levels of motivation, self-reliance, and independence
- Ability to troubleshoot/problem solve

Requirements:

- Availability Monday-Friday, including some evenings
- Reliable transportation
- Second Language Preferred in Spanish, Arabic, Swahili or Farsi



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- Basic Computer Literacy: using web browsers, keypads, touch screens, network connection

COMPENSATION: \$14-\$16/hour

Job Type: part time

Contact Information and Procedure:

Send resume to ally@empowernashville.org or call (615) 315-9681. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.