

**Position Vacancy
Westminster College**

Graduate Assistant - Testing Coordinator

Westminster College is currently seeking applicants for a **Graduate Assistant – Testing Coordinator**. This is a 9-month graduate assistantship with variable hours averaging 30 hours per week from August 15 through May 15. The Testing Coordinator GA is housed in the Student Success Center, reporting to the College's Accessibility Coordinator, and will oversee administration of testing accommodations.

Primary Functions

1. **Administer Testing Accommodations:** Schedule, coordinate, and proctor exams for students receiving accommodations through the Accessibility Services Office; ensure exams are administered in accordance with approved accommodations (e.g., extended time, reduced distraction environment, assistive technology).
2. **Maintain Testing Center Operations:** Maintain a quiet and secure testing environment and manage testing materials; monitor and enforce academic integrity during all testing sessions.
3. **Coordinate with Faculty and Staff:** Communicate with instructors to obtain exams and clarify testing instructions; return completed exams securely and promptly to faculty.
4. **Support Students with Disabilities:** Provide a welcoming and supportive environment for students utilizing testing accommodations; address student questions or concerns related to testing procedures.
5. **Manage Scheduling and Records:** Maintain accurate records of scheduled exams, student usage, and accommodation implementation; use scheduling software or spreadsheets to track appointments and testing logistics.
6. **Ensure Confidentiality and Compliance:** Handle sensitive student information in accordance with FERPA and institutional policies; maintain confidentiality related to exams and other assignments; uphold Westminster College's commitment to accessibility, equity, and legal compliance.

Qualifications

- Bachelor's degree from an accredited institution
- Experience with academic or student success, including tutoring, coaching, or advising
- Demonstrated leadership and organizational skills
- Availability to work a flexible schedule to meet the needs of students

Remuneration

- Graduate assistant salary is \$9,000 for the 9-month position consistent with the College's academic calendar
- Graduate assistants qualify for tuition remission (2 classes per semester), on-campus housing, and a meal allowance
- Option to purchase employee health insurance through UPMC
- Free use of on campus fitness facilities
- Free parking

To Apply: Please send cover letter, resume, and the names and contact information for at least three professional references by email to SAJobApplications@westminster.edu. Priority will be given to applications received by **June 20, 2025**, but will be accepted until the position is filled. Westminster College is an Equal Opportunity Employer.