

**Mississippi State University – Division of Student Affairs  
Computer-Based Testing Services**

Academic Year (July 1- June 31)

Main Campus – Rice Hall (Basement)

**Division Overview**

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. Computer-Based Testing Services (CBT) is dedicated to providing high-stakes, nationally standardized computer and paper-based academic and certification examinations to assist students, staff, and community test-takers to realize their personal, educational and professional goals.

**Qualifications**

- Current or entering, full-time graduate student at MSU
- Able to pass certification exams for Test Center Administrator status
- General Office Skills
- Excellent customer service skills
- Proficient with Microsoft Office software
- Ability to communicate effectively with faculty, staff, and students
- Excellent interpersonal skills
- Organized and Detail Oriented
- Self-motivated and goal oriented
- Good technical aptitude
- Professional attitude and attire
- Creativity for marketing services
- Able to work at least two Saturdays a month
- Punctual and dependable
- Experience with SPSS for inputting data

**Responsibilities**

The primary responsibility of this position is to schedule, administer, and proctor national standardized exams to test candidates for Computer-Based Testing Center. Secondary responsibilities include outreach and promotion of center services to the campus and community as well as general office responsibilities to support staff. Other duties as assigned may be required to further the mission of the center.

**How to Apply**

Applicants should submit the following to CBT at Mail Stop 9747 or to [mvaughn@saffairs.msstate.edu](mailto:mvaughn@saffairs.msstate.edu):

- Cover Letter
- Resume
- **One** of the following:
- Graduate School Assistantship application:  
([http://www.grad.msstate.edu/forms/pdf/assistantship\\_app.PDF](http://www.grad.msstate.edu/forms/pdf/assistantship_app.PDF))
- Student Affairs application: (<http://www.saffairs.msstate.edu/pdfs/gradapp.pdf>).

**Additional Information**

Student will work approximately 20 hours per week. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development opportunities when available.

**Disclaimer**

Discrimination based on race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and /or any other status protected by state or federal law is prohibited in all employment decisions.