



MISSISSIPPI STATE UNIVERSITY™

COMPUTER-BASED TESTING SERVICES

Mississippi State University – Division of Student Affairs Computer-Based Testing Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus – 180 Magruder Street
(Basement of Rice Hall)

Mission of Department

Testing services will be provided at the highest level of professionalism through high quality customer service in an environment which is conducive to student success.

Position Description

The primary responsibility of this position is to schedule, administer, and proctor national standardized exams to test candidates for Computer Based Testing. 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. Due to the nature of the work, there are restrictions for certain majors required to take professional or certification exams for licensure.

Minimum Qualifications

- Acceptance into Graduate School
- Able to pass certification exams for Test Center Administrator status
- General Office Skills
- Possess excellent customer service skills
- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Publisher)
- Able to communicate effectively with faculty, staff, and students
- Excellent interpersonal skills
- Good organizational skills
- Self-motivated and goal oriented

Additional Desirable Qualifications

- Good technical aptitude
- Professional attitude and attire

- Creativity for marketing services
- Able to work at least two Saturdays a month
- Punctual and dependable

Applicants should submit the following to CBT Center at Mail Stop 9747 or to mlv2@msstate.edu:

- Cover Letter
- Resume
- Application for graduate assistantship:
(http://www.grad.msstate.edu/forms/pdf/assistantship_app.PDF)
- Three references with contact information

NOTE: Due to the nature of our work, students needing to take some national exams are ineligible to hold a position in our office. Please indicate whether or not you are planning on taking any board certifying or licensing exams in the “description” section of the Graduate Assistantship Application.

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. In addition to your monthly stipend, the University will provide an exemption of approximately 71% of the assessed tuition. An exemption of 100% of the nonresident tuition assessment will be provided if you are not classified as a resident of Mississippi. You will be responsible for payment of the remaining balance of assessed tuition and required fees.

Statement on Diversity and Inclusion

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

For more information, contact Mary Vaughn at mlv2@msstate.edu