STUDENT DISABILITY SERVICES
STUDENT ASSISTANT JOB DESCRIPTION & APPLICATION

Minimum Requirements

At least sophomore status with minimum 2.25 GPA
Must have completed at least one semester at USA
Ability to work schedule as defined
Must attend mandatory staff meeting at the beginning of Fall and Spring semesters
Must be available to work the week of final exams

Primary Responsibilities

Serve as test proctor, reader, and scribe as needed
Be present at all times during the administration of the exam and ensure that the exam is conducted in a quiet and efficient manner not

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