

Job Title: Proctor

Salary: \$9 per hour

Job closing date: 8-31-17

Company Name: CEI

Contact Person: Debby Chambers

Address: 1600 S. 25th E. Idaho Falls

(208) 535-5438

Eitc.edu

Testing.center@my.eitc.edu

General responsibilities: Proctoring exams, responding to emails, answering phones

Job qualifications: Excellent customer service skills, general knowledge of how computers function (specifically Microsoft office, Excel, email), dependability, able to work well in stressful situations.

Application process: submit a resume to College Of Eastern Idaho Human Resources Department