



# Proctor/ IT Support at Intellectual Point

Intellectual Point is seeking a highly motivated and enthusiastic Proctor/IT Support to join our team. This position offers long-term career growth with an established leader in the corporate & government training space. This is an exciting opportunity to become part of a forward-thinking organization that is focused on providing quality service and top-notch training in fields such as Cyber Security, Project Management, Networking, etc. This position is full-time and requires weekend availability.

## Salary, Commissions & Benefits

- **Attractive base pay**
- **Attractive Health Benefits + Vacation**
- **Performance based perks**

## Experience and Skills Required:

- Full-time proctor – If you already have experience proctoring that is a plus
- Administer PearsonVUE, CLEP, PSI, Kryterion and other required tests
- Verify identity, process log, and sign-in sheets and admit test candidates
- Capture and process information of walk-in test candidates
- Process test taker's data and admit the candidates to the secure testing room
- Monitor students and candidates taking the tests and enforce required policies firmly & courteously
- Maintain required records in the filing system
- Answer telephones from clients and test-takers seeking information on training & testing, etc.
- Communicate courteously with students, potential clients, and general public
- Receive, receipt, and deposit monies for testing & training
- Maintain and communicate the training and testing schedules
- Send out emails to potential clients informing them about upcoming training
- Prepare and manage correspondence, reports, and documents
- Help maintain office systems, test systems
- Assist with student outreach, business development, and lead capture and follow-up
- Must work Saturday and Sunday - Wednesday & Thursday off
- Hours are 9-6
- Provide IT Support (Setting up labs, Setting up employee laptops, manage software updates, and other IT Technical help as needed)
- No work from home
- 4-year college degree
- 1-2 years' experience in an office environment
- Outstanding organizational and communication skills, both written and verbal

Please send a copy of your resume to: [contact@intellectualpoint.com](mailto:contact@intellectualpoint.com)