

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, 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

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