



Job Title	GED Examiner
PVN ID	BM-2309-005843
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Manhattan EOC
Status	Part Time
Hourly Rate	\$16.00-\$17.00
Hour(s) a Week	5.00-10.00
Closing Date	Dec 31, 2024 (Or Until Filled)

General Description

GED High School Equivalency Testing – Examiner (On Call)

Under the direction of the Testing Coordinator, the Examiner is responsible for carrying out the instructions provided by the Policies & Procedures Manual provided by Pearson VUE Testing, guidelines provided GED Testing and the requirements of NYSED.

All GED Examiners must complete annual training from NYSED and Pearson VUE.

Examiner will:

- Read and be familiar with the policy & procedures manual for Pearson VUE/GEDTS
- Check in examinees using the online admissions system
- Verify the identity, age and residency of each examinee against current, valid government issued photo identification.
- Administer the test as prescribed.
- Monitor examinees completing test, observe examinees for evidence of collusion, cheating and other improprieties.
- Collect and secure all testing materials.
- Administer testing with approved accommodations

Please note this is a part-time, on call, grant funded test examiner position.

Location: SUNY Manhattan Educational Opportunity Center, 163 West 125 St, New York, NY 10027
Administered by Borough of Manhattan Community College

Other Duties

Minimum Requirements:

- Bachelor's Degree

Preferred qualifications:

- Prior test examiner experience
- Schedule flexibility (weekday and Saturday hours needed)

Review of resumes will begin immediately.

Qualifications
