
Job Title	Clerk
PVN ID	BM-1901-002891
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	10.00-19.00
Closing Date	May 08, 2019 (Or Until Filled)

General Description

High School Equivalency Testing – Test Assessing Secondary Completion – Clerk (Part-time)

Under the direction of the Test Coordinator, the clerk is responsible for processing TASC applications and fielding inquiries regarding applications and procedures.

Job Duties are listed below and are appropriate to the testing timeline. Clerks should be sure to take direction from the Test Coordinator or Examiner regarding duties.

Duties include:

- Take telephone, email, and in person inquiries regarding applications and procedures
- Open and sort mailed applications/attachments by language
- Process applications in online registration and scheduling system and internal database
- Ensure the test site has the supplies needed for testing

During testing (if at a testing center during testing):

- Assist proctor in distributing material examinees
- Never be in the testing room alone with an examinee or test materials during test administration

After Test Administration:

- Create test attendance sheets

Other Duties

Qualifications

Minimum Requirements:

Candidates must meet minimum requirements.

High School Diploma

Bilingual (English/Spanish)

Please note this is a part-time grant funded position

Preferred Requirements:

Excellent computer skills

Excellent customer service skills

Location: SUNY Manhattan Educational Opportunity Center (MEOC), 163 West 125th Street, New York, NY 10027

Administered by Borough of Manhattan Community College (BMCC)

Rate of Pay: \$15.00 per hour

Hours: Part-time, not to exceed 19 hours per week.