



POSITION VACANCY

Date Posted: March 18, 2026

Position: Testing Center Proctor

Reports to: Director – Adult Education

Starting Date: July 1, 2026

Salary Range: Per Hourly Schedule

Work Year: Part-Time Schedule

Qualifications:

Organized and is proficient with computer skills and customer service. Meet the expectations for employment as established by Mid-East CTC's board of education.

Responsibilities:

Operate the Testing Center. Schedule testing with various test providers/servers, administrators and instructors, as needed. Ability to work flexible hours, but develop a set schedule to accommodate day and evening students. Complete and submit all paperwork necessary for reporting. Able to obtain and maintain certifications need to administer various exams. Ability to troubleshoot and solve problems. Other duties as assigned.

Application Deadline: April 6, 2026

To apply please send your application for employment (located on our [website](#)), cover letter and resume to:

Email: svandusen@mideastctc.org

Mail to: Stephanie VanDusen, Mid-East CTC, 400 Richards Road, Zanesville, OH 43701