IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.

The Department of Enrollment Management currently has an Educational Resources Specialist position available. The Educational Resources Specialist is primarily responsible for the day-to-day supervision and management of the IUPUC Testing Center. This role coordinates the study tables for IUPUC student athletes and helps the Academic Resource staff with the scheduling of exam proctoring.

This position is responsible for performing duties such as orchestrating and proctoring various exams/tests in the Testing Center; Scheduling, training, and mentoring part-time student workers as they serve as proctors; collaborating with various divisions to review scores, create cohorts, and report placement testing; providing assistance with updating the CRM, report scores, and assisting with matriculating and enrolling students; and working within the scope of student success and retention initiatives.

REQUIREMENTS
Bachelor’s Degree in higher education student affairs, public affairs, counseling, social work, education, or related field and 0-2 years of experience in related field. Combination of related education and experience may be considered.

The successful candidate should possess the ability to have demonstrated time management and priority setting skills; maintain a high degree of professionalism; demonstrate a high commitment to quality; possess flexibility to work in a fast paced, dynamic environment; highly thorough and dependable; possess a high degree of initiative and professionalism; ability to build strong customer relationships; demonstrated ability to maintain confidential information; effective interpersonal skills; demonstrated customer service skills; seeks to acquire knowledge in area of specialty; and committed to working with people of diverse backgrounds and demonstrated cultural competency.

The initial expectation for this position is to have standard office hours of noon to 8:00 pm for Monday through Thursday, and standard office hours of 8:00 am to 5:00 pm on Fridays. A flexible schedule is required for this role in order to best serve our student athletes with varying schedules.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 302293. A resume must be submitted with your online application. The opportunity is currently available to internal candidates and the deadline for applications is September 9, 2022.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Information
Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu