



Opening: *Energetic Test Administrator, Federal Correctional Complex*

Location: Victorville, CA

Pay: \$18.40/Hour

Hours: M, W, F: 7:30p- 3:30p; 5 year project

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Requirements: Bachelor's Degree, Minimum of one year of GED test administration experience in a correctional environment, Pass GEDTS certification and any other testing training requirements, Reliable Vehicle, Drivers License, Vehicle Registration, and Insurance, valid photo ID, proof of citizenship and security check.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The Position: The Test Administrator will administer CASAS certification, TABE, Pre-GED, PSE exams and the official GED test. All testing will be conducted in the Education departments at USP, FCI-1, FCI-2, and SPC Victorville during the times identified. The Test Administrator will adhere to GED Testing Guidelines and Test security procedures when proctoring the official GED examination. GED testing materials will be maintained in compliance with GED Testing Service guidelines and the Bureau of Prisons policy.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.