



Job Description

Job Title:	Basic Skills Assessment Specialist	Grade:	I
Department:	Adult Basic Education	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs administrative support tasks relating to students testing, tracking student progress and compiling reports for the Adult Basic Education program.

Characteristic Duties and Responsibilities:

1. Conducts surveys and other research; gathers, compiles, and analyzes information; prepares reports.
2. Monitors progress of classes and communicates LEIS placement, goals and outcomes for students. Maintains a tracking system to monitor test results for students.
3. Ensures that all classes have an adequate stock of books, tests, and other academic materials.
4. Assists in student recruitment efforts by providing information on the Basic Skills program and refers students to Academic Advising when appropriate.
5. Administers tests to students and determines accurate placement by level.
7. Maintains files on registered students to ensure students are placed in the correct level and progressing through the program satisfactorily.
8. Processes end-of-term paperwork and compiles reports on retention rates.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to designated administrator in the department

Direction Given: Functional guidance over support part-time staff or student workers

Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology of a general professional field typically acquired through completion of a bachelor's degree from an accredited institution and one year of experience in higher education

Knowledge, Skills, Abilities and Worker Characteristics:

Good verbal and written communication skills
Knowledge of student placement process
Knowledge of assessment/testing tools
Analytical skills
Organizational skills
Ability to work with individuals from diverse backgrounds



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Working Conditions:

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, or to other campuses