



Job Description

Job Title:	Coordinator, Testing and Learning Center	Job Code:	
Department:	Enrollment and Student Services	Grade:	J
Date:	April 2006	FLSA:	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:

Assists the Director of Testing and Assessment in management of the Testing and Learning Center at Levine Campus: supervises all staff; plans and coordinates testing services; assists in development, and implementation of procedures, goals and objectives.

Characteristic Duties and Responsibilities:

1. Assists in the development, implementation and monitoring of procedures, goals, objectives and processes for the Language Lab, Testing and Learning Center at Levine Campus. Develops and implements new testing services.
2. Supervises assigned staff, including work schedules and assignments; provides training and direction; ensures budget compliance of part-time staffing allocations.
3. Works with the appropriate administrators regarding staffing issues and related concerns for the Language Lab, Testing and Learning Center. Analyzes problems and recommends solutions, ensuring a smooth flow of operations and assistance to students and faculty.
4. Plans and facilitates the installation and maintenance of computer hardware, software, and other equipment and supplies. Establishes procedures to protect departmental assets.
5. Plans and coordinates with faculty and appropriate departments to provide and maintain testing services. Assists in the selection of computer-based tests. Develops and organizes events, including securing funding, to promote services to students, faculty and visitors.
6. As a web ambassador, assists in the development and maintenance of the website for the Levine Campus.
7. Preparing administrative reports for assigned operation to management as requested.
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Testing and Assessment Center

Direction Given: Responsible for directing and monitoring the work assigned staff and temporary workers or students



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Minimum Requirements:

Bachelor's degree with 2 to 4 years of related work experience, a combination of education and experience may be substituted for the degree; course work or experience in computer technology, statistics and test measurements preferred

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of basic statistical theory and testing administration practices

Knowledge of computer and office applications, particularly Microsoft Office and web content management

Strong supervisory skills

Ability to analyze problems, develop solutions and implement cost-effective measures

Ability to work independently, use sensible judgment and make decisions

Excellent verbal and written communication skills

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; may need to travel between buildings on campus or to different campuses for meetings and training