



## Job Description

<b>Job Title:</b>	Coordinator Testing & Assessment	<b>Grade:</b>	J
<b>Department:</b>	Enrollment and Student Services	<b>FLSA:</b>	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:**

Delivers instructional services to students relating to laboratory, testing and learning for programs of study culminating in a degree, certificate or diploma. Coordinates testing services and assists in the development, and implementation of procedures, goals and objectives for the department.

### **Characteristic Duties and Responsibilities:**

1. 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.
2. Assists in the development, implementation and monitoring of procedures, goals, objectives and processes for the department. Develops and implements new testing services.
3. Supervises assigned staff, including work schedules and assignments; provides training and direction; ensures budget compliance of part-time staffing allocations.
4. Works with the appropriate administrators regarding staffing issues and related concerns. Analyzes problems and recommends solutions, ensuring a smooth flow of operations and assistance to students and faculty.
5. Plans and facilitates the installation and maintenance of computer hardware, software, and other equipment and supplies. Establishes procedures to protect departmental assets.
6. Assists in coordinating testing services for students with disabilities.
7. As a web ambassador, assists in the development and maintenance of the website for testing and assessment services.
8. Prepares administrative reports for assigned responsibilities and submit to management as requested.
9. 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 from a regionally accredited institution with 2 years of related work experience, a combination of completed college courses and 6 years of experience may be substituted for the degree;

### **Preferred Qualifications:**

Course work or experience in computer technology, statistics and test measurements

### **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