



## JOB DESCRIPTION

<b>JOB TITLE:</b> Assessment Coordinator	<b>FLSA:</b> Exempt
<b>Department</b>	<b>Date:</b> 10/29/2018
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b> Director of Advising and Counseling	

### Job Summary

Under the general supervision of the Director of Advising and Counseling, the Assessment Coordinator manages the College testing program and testing center, providing a secure environment that conforms to all applicable legal requirements.

### Essential Functions

- Implement and supervise the administration of all standardized tests including but not limited to the College Level Examinations Program (CLEP) tests; professional school admissions test; college placement exams;
- Serve as chief examiner for General Education Development (GED) testing;
- Comply with testing guidelines and legal requirements established for administration of various contracted testing programs;
- Facilitate test administration; establish testing schedules;
- Ensure integrity and quality of testing environment, including offsite locations;
- Ensure security of testing materials and test scores by monitoring test records, custody and return procedures. Report scores via automated uploads;
- Maintain test inventory, process test orders and purchases;
- Coordinate with the Developmental Studies program to develop professional and efficient testing procedures;
- Responsible for GED contracts and contract negotiations for new testing programs;
- Market GED program and meet growth expectations of the Texas Education Agency;
- Coordinate all correspondence with students and various institutions concerning proctored administrations;
- Coordinate mandatory upgrades for computerized applications used in the testing center;
- Coordinate room locations;
- Recruit, select, train, and supervise six proctors, two GED examiners and associate supervisors;
- Investigate and resolve testing irregularities in the Testing Center;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Ability**

- Bachelor’s degree in student services, education, business, or a closely related field;
- Previous experience in testing programs;
- Extensive knowledge of testing and measurement techniques;
- Knowledge of generally accepted budgeting and staffing practices;
- Knowledge of standard office practices and procedures and in the use of personal computers and commonly used office software programs such as Word, Excel and Outlook;
- Ability to maintain cooperative working relationships;
- Demonstrated sensitivity to and respect for a diverse population;
- Ability to manage multiple deadlines and priorities;
- Excellent communication skills;
- Ability to work under pressure.

**Work Environment**

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

**Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date