

TESTING SPECIALIST

Job Description

CATEGORY: CLERICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 32
REPORT TO: COORDINATOR OF TESTING
REVIEWED DATE: JULY 03, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for administering and/or proctoring placement exams, admissions exams, CLEP, online learning exams, licensing, certifications and credential exams. The position is responsible for providing general information to students, staff and the general public, and registering examinees for tests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures security and confidentiality for test copies, answer keys, answer sheets and other sensitive information.
- Enters test scores into appropriate database or program.
- Reports alleged cases of scholastic dishonesty and ensures correct student identification procedures.
- Prepares the testing center for examinees and maintains testing center equipment and test instrument software.
- Adheres to department procedures for distribution, collection, and return of assessment materials and ensures compliance with institutional, federal, and state rules, regulations, and procedures.
- Instructs and monitors examinees and clarifies test instructions for examinees.
- Assists in communicating with College departments to ensure student Texas Success Initiative (TSI) compliance.
- Assists with maintaining compliance with institutional, federal, and state rules, regulations, and procedures relating to the testing functions of the College.
- Assists with production of College commencement exercises.
- Attends required departmental meetings.
- Maintains familiarity with the College's programs, policies, procedures, and academic standards.
- Maintains familiarity with the Texas Higher Education Coordinating Board (THECB) policies and academic standards.
- Conducts regular test material inventory and orders, as necessary, to avoid interruptions in testing administration.
- Assists in individual test administration (special needs or accommodations, correspondence,

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etc.).

- Travels to remote testing locations.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, staff, and students.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to work independently as well as a team player within the department.
- Ability to travel throughout the college district using own means of reliable transportation.
- Demonstrates organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintains records.
- Ability to prioritize, organize, and complete tasks with attention to detail while meeting deadlines.
- Ability to interact in a professional manner with faculty, staff, students and the general public.
- Ability to read, analyze, and interpret technical procedures, and other professional documents.
- Ability to write reports, business correspondence and procedures.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Familiarity with college entrance test (TSI), exemptions, exceptions and waivers.

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- Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
- Knowledge of national and state placement tests, certification tests, interest inventories, career assessments, and high school equivalency exams.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university with one (1) year of direct experience working in a testing functional area in a college or university setting or an associate's degree with three (3) years of direct experience working in a testing functional area in a college or university setting.
- Experience in working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, texture perception, and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university with one (1) year of direct experience working in a testing functional area in a college or university setting or an associate degree with three (3) years of direct experience working in a testing functional area in a college or university setting?
 - Yes
 - No
3. *Do you have experience in working effectively in a team environment with a customer service focus?
 - Yes
 - No
4. Are you bilingual in English-Spanish?
 - Yes
 - No
5. Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No