

# CLASSIFICATION SPECIFICATION

## Testing Center Coordinator I

FT/PT Class Code: 4048, 4548      Pay Grade: B/C 10      FLSA: Non-Exempt      Rev. 10/31/16

***SUMMARY STATEMENT:*** An incumbent is responsible for managing and coordinating the daily operations of the Testing Center for the campus including scheduling, administering, and proctoring of academic tests.

### **NATURE AND SCOPE:**

An incumbent in this class reports to the Dean of Instruction and supervises part-time support staff. Incumbents assigned to the testing center are responsible for coordinating, reviewing, and implementing computerized and paper testing procedures and assisting students taking the tests.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Manages the daily operations of the campus Testing Center, including setting up the center, scheduling individuals for testing, proctoring the tests, and ensuring the tests are returned to appropriate faculty.
2. Evaluates all computer exams to assure procedures are relevant to the testing format and troubleshoots any problems with the smooth operation of the computerized tests. Ensures all computers have appropriate software loaded for internal and external testing.
3. Handles inquiries regarding scheduling information, types of tests available, directions to the Center, phone numbers to call, etc. Determines operating hours and support staff work schedules. May create fliers or brochures to advertise the Testing Center's hours, operations, and procedures.
4. Provides assistance to students who are taking the tests. Informs students of the appropriate test taking procedures. Monitors students taking tests and reports any acts of academic dishonesty to the appropriate personnel.
5. Maintains confidentiality and security of all testing materials, records, schedules, and all data related to Testing Center services.
6. Interviews, trains, supervises, and evaluates support staff.
7. Monitors and maintains all equipment in the Testing Center (computers, printers, copiers, etc.).
8. Tracks information related to types of tests taken, number of people, "no shows" etc. and prepares statistical reports.
9. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of supervisory principles and practices.
- ◇ Knowledge of testing center equipment.
- ◇ Knowledge of interviewing techniques.
- ◇ Knowledge of word processing, spreadsheet, and database software.
- ◇ Skill in interviewing and testing techniques.
- ◇ Skill in the use of relevant technical equipment.
- ◇ Excellent organizational, decision-making, critical thinking, and communication skills.
- ◇ Ability to make decisions and problem solve independently.
- ◇ Ability to multi-task and to function independently.
- ◇ Ability to communicate effectively.

### **MINIMUM QUALIFICATIONS:**

- ◇ Associate degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.