Coordinator, Assessment Center

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 12156
Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean of Student Services, Supervisor or designee

Job Purpose

To implement the College's assessment program by coordinating the day to day activities of a computerized testing center and to provide academic advising and related support services to students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the day to day operation of the Assessment Center to include test scheduling, test administration, assigning work to and overseeing proctors, ensuring operation of computer lab by troubleshooting computer hardware and software problems.
2. Monitors the department budget.
3. Develops and implements procedures to ensure compliance of College policies and state requirements.
4. Schedules and administers assessment testing at off-site locations.
5. Maintains and collects data for college reports.
6. Performs academic advising in course selection, transfer options, and degree planning.
7. Analyzes state mandated regulations and course skill requirements to determine student eligibility for enrolling in courses.
8. Interprets test scores and high school/college transcripts for course placement.
9. Recruits prospective students and advises them on admissions and registration requirements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Standardized testing procedures and techniques.
- College admissions requirements, programs, and courses.
- Budget and expenditure control techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Administering standardized tests and analyzing results.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications, including databases and spreadsheets.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience in an educational setting.

Preferred

- One year standardized testing work experience.

Education

Required

- Bachelor's degree in related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.