Coordinator, Business Testing Services

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 123505
Job Series/Job Family: Student Support & Success Series / Student Learning Services Family

Reports To

Dean, Student Services

Job Purpose

To support the ongoing testing activities of the College's GED Testing Center, the Business Assessment Center, and other offsite contract test locations for Austin Community College.

Description of Duties and Tasks

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

Required

1. Implements security procedures for all assessments housed in the Center. Provides security for test copies, answer keys and answer sheets; reports alleged cases of scholastic dishonesty.
2. Ensures correct student identification procedures, administration of tests, grading of tests using scoring machines, and providing students and businesses with feedback.
3. Acts as a liaison for ongoing contract maintenance for center testing including "High Stakes" testing through the ACT Certification and Licensure Exam Program, Pearson VAU Testing Center, MSSC Testing Center, iBT/GRE Testing Center, National Testing Consortium, CLEP Testing Center, DSST Testing Center, Proctored Examination Center and contract test sites off of the Austin Community College campuses.
4. Audits to ensure uniform implementation of proper testing policies and procedures including but not limited to National Testing Companies, the American Council on Education, and the Texas education Agency are followed.
5. Analyzes and advises on state mandated regulations and course skill requirements to determine student eligibility for enrolling in classes.
6. Arranges for space and equipment for contract testing for local, state, and national testing companies.
7. Troubleshoots and make recommendations for changes to better serve the user and support vendor protocols.
8. Assists in maintaining written procedures and guidelines for all testing activities.
9. May assist in acquiring new testing opportunities for the College.
10. May assist in review and recommend updates to annual center renewed contracts.
11. May assist in review and recommend changes to new center contracts as requested.
12. May oversee proctors as needed.

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

- High Stakes Certification and Licensure Testing administration.
- Testing policies and procedures.
- Testing center user requirements.
- Security measures and standards in relation to testing.
- Student identification procedures, administration of tests, and scoring.

- Reporting processes in relation to alleged scholastic dishonesty.

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 including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing test center security and enforcing/reviewing test center procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Must be able to stand for extended periods of time.
- Work is performed in a standard office environment.
- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

Work Experience

Required

- Two years assessment/testing work experience.

Preferred

- Work experience at an educational testing center that conducted "High Stakes Examination".

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in a related field.

Licenses/Certifications

Required

- Within 60 days of hire, must be able to be obtain the following certifications: High Stakes Certification and Licensures, Testing Center Administrator Certification, and GED Examiner by the Texas Education Agency.

Other

Required

- Within 60 days of hire, must obtain the following appointments: GED Examiner and pass all certifications for "High Stakes Testing".

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.