

Classification Description



Job Title: **Testing Specialist**

Pay Grade: **14**

Job Code: **4350**

FLSA Status: **Non-Exempt**

Job Purpose

Provides technical work in maintaining the testing program administered by the College's Testing Center. Position facilitates College placement testing as well as other specialized testing.

General Responsibilities

Essential Functions

Assists in maintaining the testing program administered by the Testing Center.

Determines student eligibility for College placement testing. Loads placement scores and appropriate testing codes.

Facilitates College placement including reviewing ACT®, SAT®, and College transcripts for testing exemption consideration. Loads ACT and SAT scores and/or applicable test exemption codes for courses that indicate College placement.

Coordinates placement testing for Dual Enrollment with the Office of the Director for Dual Enrollment. Responsibilities may include coordination with the school district as designated by the Office of Dual Enrollment. Follows guidelines for College placement testing.

Assists in the administration of as well as test proctoring for other specialized tests such as Levels of English Proficiency Test (LOEP), Health and Environmental Sciences Institute (HESI), and Mobility exams. Facilitates adaptive and make up testing. (Some Testing Centers offer limited specialized testing.)

Acts as CLEP liaison to other campuses and the community. (CLEP is not administered on all campuses.) Collects CLEP registrations forms/receipts and submits to Lee campus CLEP Testing Center Administrator within appropriate timeframe.

Establishes a system of test security which is in compliance with test manufacturers' requests.

Provides assistance to personnel who provide proctoring for FWS Online and other institutions. Promotes the security of test materials and passwords.

Testing Specialist

Provides testing numbers to the Lee Campus Testing Center on a monthly basis for statistical data reporting.

Maintains complete accuracy when inputting data into student records.

Performs various clerical duties such as answering the telephone, handling walk-in inquiries, and performing data entry.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education. Appropriate work experience may be substituted for the degree on a year-for-year basis.

Knowledge of office procedures to include answering telephones, scheduling appointments, and maintaining files, etc.

Ability to comply with confidentiality requirements as outlined in the Family Educational Rights and Privacy Act (FERPA).

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Intermediate level data entry skills of entering, retrieving, editing, storing and verifying data.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

Testing Specialist

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved through classification/compensation study: September 1, 2009. Revised: February 22, 2011, May 23, 2013, July 1, 2014.