

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Secy Assessment And Research**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Research And Assessment	Grade:	6
Reports To:	Director	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Todd Carter	Effective Date:	10/01/2003
		Revised Date:	06/23/2009

**Role:**

To provide clerical support for supervisor and staff.

**Essential Functions & Responsibilities:**

- E 30% Coordinates and facilitates testing center by performing assessment duties such as online testing; placement testing; and other various proctoring duties (outside campus proctoring). Enters placement scores into relational data base and updates and maintains software in testing center.
- E 25% Maintains TracDat database for institutional, program and course assessment, Kansas Board of Regents Performance Indicators, AQIP accreditation, and institutional strategic planning.
- E 20% Maintains and updates assessment and research documentation and reports via office automation system (word processing and spreadsheet files). Includes assisting with budget, projects, and taking and reporting committee minutes.
- E 15% Student Success Center activities include inputting data for student and advisor early alert surveys; sending out correspondence and surveys to students and advisors; data collection for graduate advising surveys; and assisting students with career assessment and online tutoring programs.
- E 5% Maintains data in relational data base for Employee Development tracking.
- E 5% Maintains supplies and office equipment including tracking of laptops, making travel arrangements, and tracking software maintenance agreements and updates.

**Performance Measurements:**

1. To create and maintain an effective relationship with students.
2. To maintain an effective working relationship with department personnel.
3. To maintain all assigned files so they are current.
4. To provide friendly, professional and accurate service and support to students needing assistance.
5. To compile, sort, and verify accuracy of the data to be entered.
6. To maintain confidentiality of student records.
7. To maintain a secure testing environment and update all testing computers with current version of testing software.
8. To accept additional duties as assigned.

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**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	A high school education or GED.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	Good oral and written communication skills; working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire; knowledgeable in the downloading of software updates; and ability to proctor.
Physical Requirements	
Work Environment	

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature