

Seward County Community College
Structured Compensation - Job Description
Testing Center Facilitator

Data Year: 2018

Prepared On: 09/18/2018

Department:	Academic Affairs	Grade:	8
Reports To:	Director of Library	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dr. T Carter	Effective Date:	10/01/2018
		Revised Date:	09/18/2018

Role:

Under direct supervision, position will coordinate the utilization of the Testing Center, which includes the scheduling, administration, and proctoring of a variety of student assessments.

Essential Functions & Responsibilities:

- E 25% Coordinates and facilitates the Testing Center by performing assessment duties such as scheduling on-line testing for EduKan students; placement (ACCUPLACER) testing; GED (General Education Development) testing; and other assessments for College classes (make-up exams, early finals, etc.);
- E 20% Administer the online General Education Development (GED) testing following specified federal guidelines and maintaining appropriate security.
- E 15% Acts as the official testing proctor for any and all test scheduled in the Testing Center.
- E 10% Maintain the security of the Testing Center as required by Pearson VUE testing services and implements updated security and software updates as prescribed by Person VUE.
- E 10% Enter placement (ACCUPLACER) scores into the Banner database system.
- E 10% Maintain an updated calendar of all scheduled assessments.
- E 5% Train college personnel to assist with testing.
- N 5% Performs other duties as assigned.

Performance Measurements:

1. Create and maintain an effective relationship with students utilizing the Testing Center
2. Create and maintain an effective relationship with faculty and staff scheduling assessments in the Testing Center
3. Maintain a secure testing environment
4. Accurately and effectively uses email and and electronic calendar to schedule testing/exams
5. Maintain confidentiality of student records and testing, exams score, and grades
6. Create and maintain as effective relationship with the Information Technology department and schedules software and hardware upgrades for the computers housed in Testing Center
7. Compiles, sorts, and verifies accuracy of data to be entered or submitted to faculty and staff

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8. Follow prescribed College, State, and Federal testing policies, procedures, and regulations
9. Conducts self in a professional manner
10. Understand and executes the essential functions and responsibilities of the job

Knowledge and Skills:

Experience	Up to six months of experience in teaching, training, counseling, testing or related experience.
Education	High School Diploma or GED minimum. Associate's degree with experience preferred.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>Knowledge in working with Microsoft Office applications and student record keeping systems</p> <p>Skills in:</p> <p>Reading to build a basic understanding of college, state, and federal testing and assessment regulations and guidelines</p> <p>Demonstrating courtesy, tact, and diplomacy are essentials elements of the job</p> <p>Demonstrating technical computer knowledge and maintaining the Testing Center</p> <p>Possessing required knowledge and ability to explain and processes</p> <p>Abilities to:</p> <p>Learn additional software packages the college may acquire</p> <p>Organize an efficiently and effectively a flexible testing schedule</p> <p>Sit for an extended period of time during scheduled testing</p> <p>Maintain confidentiality of student records and testing results</p> <p>Collaborate with college personnel and departments</p> <p>Prioritize and meet deadlines</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 2 hours at one time with a total of 6 hours</p> <p>Standing for a period of 1 hour at one time with a total of 1 hour</p> <p>Walking for a period of 1 hour at one time with a total of 1 hour</p> <p>Lifting up to 20 lbs. occasionally</p> <p>Carrying up to 20 lbs. occasionally</p> <p>Repetitive Action: use of right and left hand for simple grasping, and fine manipulation</p> <p>Bending, squatting, and reaching above shoulder level occasionally</p> <p>Keyboarding 3 hours daily</p>
Work Environment	Regular exposure to favorable conditions such as those found in a normal office.

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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.

Printed Employee Name

Date

Employee Signature