



## POSITION DESCRIPTION

TITLE: Campus Coordinator, Testing Services      CATEGORY: Professional  
FLSA STATUS: Non-Exempt      GRADE: C

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**JOB SUMMARY:** Responsible for the coordination and day to day management of testing activities of the testing center.

**In-person work on campus is an essential function of this position.**

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ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Within published guidelines, administer a variety of federal, state and local standardized tests to include new student assessment, Alternative tests (used for THEA purposes), college course placement tests, instructors make up and re-testing; ensure security of test materials.	35%
2. Coordinate and prepare testing sessions and schedules staff coverage; communicate and publicize testing schedules district-wide; coordinate special testing facilities; answer telephones, schedules test appointments, greet clients; provide informational materials and respond to questions concerning testing issues; operate a variety of office and computer equipment; use current computer software in the performance of duties; order and receive test material/office supplies for the test center.	25%
3. Provide personnel training and work direction for assigned staff. This includes providing ongoing training and performance feedback to testing personnel and work studies assigned to the campus test center; conducting performance appraisal for assigned staff; setting staff work schedules and verifying accuracy of hours worked; evaluating work processes and updating operational procedures.	15%
4. Process/score tests using computerized and stand alone scanners; prepare test data for input into the management information system; retrieve and compile statistical data for departmental reports.	15%
5. Consult with campus instructional deans, faculty, department coordinator or staff on routine testing issues; participate in various institutional or campus committees and special projects as assigned.	5%
6. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Provide work direction to assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities: Must possess an understanding of standardized test administration, general office practices, to include computer literacy, organizational skills, strong interpersonal/communication skills (oral and written) and multi-tasked oriented.
2. Equipment Used: Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	Campus Coordinator Testing Services
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

**X**

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*Employee Signature*

*Date*