

TESTING ASSOCIATE

DESCRIPTION

The Testing Associate assists in the day-to-day operations of testing services for Methodist College.

EDUCATION

Bachelor's degree from a regionally accredited institution required.

EXPERIENCE

Considerable knowledge of current computer software packages including word processing, spreadsheets, and database applications required. Customer service experience preferred.

SUPERVISOR

Director of the Center for Teaching and Learning Excellence.

RESPONSIBILITIES

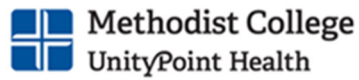
1. Performs day-to-day operations of testing services.
 - a. Maintains integrity of testing environment.
 - b. Schedules student appointments.
 - c. Checks students in and out for exams.
 - d. Monitors surveillance equipment and conducts walk-through monitoring.
 - e. Administers, proctors, and transmits results of all administered tests (ADA, course makeup, placement, CNA, and others) to appropriate staff and faculty, as needed.
2. Maintains security of tests and materials.
 - a. Routinely inventorying materials.
 - b. Ensuring secure storage of tests, testing materials, and student belongings.
 - c. Returning all paper exams to appropriate faculty mailboxes after completion.
3. Observes college, state/federal, and test agency policies and procedures for security/confidentiality of testing records—includes adherence to ADA and FERPA as it relates to Methodist College and testing services.
4. Oversees student workers in the absence of the Coordinator of Testing Services.
5. Serves as exam reader for students with ADA accommodations as needed.
6. Other duties as assigned.

POSITION

The Testing Specialist is a part-time position (20 hours per week) and is a twelve-month position. Must be available evenings and weekends. Testing may be episodic at times. When testing demands are minimal, this position will provide support to other departments when approved by the Director of the Center for Teaching and Learning Excellence.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior-office work environment.



- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of Methodist College.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.