



## ASSESSMENT CENTER COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	62	07/01/2017	Classified	1 of 2

### DEFINITION

To schedule, plan, administer and interpret a variety of placement, challenges, and other proficiency tests and measures; to coordinate the activities of a college assessment center; and to provide research assistance related to assessment and matriculation.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates the day-to-day operations of a college assessment center.
- Coordinates, plans, administers, and assists in the interpretation of a variety of tests used in the matriculation assessment process.
- Visits high schools, speaks to groups and individual students, and meets with school counselors and administrators to promote outreach
- Coordinates workshops and outreach events related to assessment.
- Presents general college information and explains the assessment process as part of new student orientation.
- Develops student materials related to assessment, enrollment, and student orientation.
- Evaluates assessment test scores in combination with a number of other measures to assist students in selecting appropriate level courses.
- Assists in the research related to the assessment and enrollment process.
- Maintains assessment center statistics including number of people tested, number of tests given and type of tests. Prepares monthly and annual reports and makes recommendations to the supervisor concerning staffing and programming implications. Orders supplies and assessment instruments and maintains appropriate inventories.
- Maintains files of catalogs and suppliers of tests.
- Participates in state-wide assessment activities to maintain knowledge and awareness of effective testing practices.
- Collaborates with faculty and students concerning assessment instruments and procedures.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of assessment and proficiency testing.
- College procedures, requirements and the matriculation process.
- General research procedures, including basic statistics.



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- General office management procedures, including records management.
- Modern software applications (Microsoft Office Suite, etc.).

**Skill/Ability to:**

- Organize, coordinate, supervise and schedule a variety of assessment related activities.
- Administer and assist in the interpretation of a variety of assessment and proficiency tests.
- Communicate information and procedures to individuals and groups from various ethnic and socio-economic backgrounds.
- Develop and maintain accurate record keeping systems.
- Assist in conducting research related to the assessment and matriculation process.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Evaluate proctoring procedures, online and web-based applications and testing instruments.
- Troubleshoot testing software.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Two (2) years of experience administering assessment or placement instruments and procedures.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/17