



## ASSESSMENT CENTER TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	52	07/01/2017	Classified	1 of 2

### DEFINITION

To assist with testing, research and analytical studies required to enhance the efficiency of assessment for placement and counseling purposes; to work in cooperation with academic staff in giving tests and collecting, processing and retrieving test data.

### 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.

### EXAMPLES OF DUTIES

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

- Assists in the conduct of online Interest/Personality, Work Sample and other tests used in the matriculation assessment process.
- Assists in the preparation of testing materials for distribution.
- Assists in researching the effectiveness of individual placement instruments.
- Monitors all assessment operations in the testing room.
- Provides data for research purposes; prepares reports for various campus departments.
- Verifies scores for placement purposes.
- Facilitates score verification process and referral process used in forwarding assessment results to academic staff.
- Processes test results using data processing system and posts test scores online.
- Maintains appropriate inventories of supplies and assessment instruments.
- Maintains files of catalogs and suppliers of tests.
- Consults with faculty and students concerning assessment instruments and procedures.
- Assists with office administration, responds to emails, files documents and maintains organized office space.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- General principles of records management and testing.
- Basic principles and techniques of assessment and proficiency testing.
- Modern software applications (Microsoft Office Suite, etc.).
- Modern office procedures, practices and technology/equipment.

Skill/Ability to:

- Operate a computer for text editing and file maintenance.
- Assemble and analyze data.
- Assemble test materials, select tests appropriate to testing need and perform test analysis.
- Communicate effectively, both orally and in writing.



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- Communicate assessment procedures effectively to groups and individuals from various socio-economic backgrounds, demonstrating customer service orientation.
- Prioritize workload and work independently with little direction and supervision.
- Learn and apply college and District policies and procedures.
- Learn proctoring procedures, online and web-based applications and testing instruments.
- Direct individuals and groups in a testing situation.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- 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

- One (1) year of experience in a customer service or community college environment.

### EDUCATION/ LICENSE OR CERTIFICATE

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

Adopted: 07/01/17