Title: Coordinator, Psychometric Services

Essential Function

Under general supervision from a designated administrator, coordinate psychological testing programs for the University.

Characteristic Duties

• Coordinate psychological testing for the University.

• Contract for and coordinate the national testing programs conducted at the University.

• Coordinate and administer the group and individual testing programs in conjunction with the Counseling Service.

• Perform consultation work for academic departments and develop testing programs.

• Maintain all test records.

• Order and maintain testing materials.

• Train and instruct support staff on methods and procedures.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with three years experience. Degree must be in Psychology or related discipline. Experience must be student personnel, counseling or related field. Experience may also require at least one (1) year supervision.

Last updated: November 2006