Title: Coordinator, Testing Services

Pay Scale Group: 14
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, coordinate testing services for the University and/or College.

Characteristic Duties

- Coordinate and administer testing services (i.e., CLEP, placement testing, proctored exams, distance learning, etc.).
- Generate reports and maintain test records/files
- Ensure testing procedures are followed.
- Process course evaluation forms and/or customer service surveys.
- Interact with staff, faculty, external agencies and university departments.
- Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in test administration or a related field.

New: November 2010
Last updated: July 2011

An affirmative action/equal opportunity institution