**Testing Coordinator of Access & Technology**

Location:  White Bridge Road Campus

Reports to:  Director of Testing

Department:  Testing Center

Apply here: <https://tbr.csod.com/ats/careersite/JobDetails.aspx?site=8&id=2952>

**JOB PURPOSE**

This position works closing with the Access Center populations of students for administering, scheduling and proctoring tests.

**ESSENTIAL JOB FUNCTIONS**

* Develops and implements appropriate procedures and guidelines for the successful operation of the Testing Center with emphasis on ADA Accommodation proctoring.
* Oversees and schedules appropriate ADA accommodation appointments for daily operation. Provides on demand space arrangement and scheduling of tests.
* Provides ongoing training sessions to keep staff current in job responsibilities for ADA Accommodation Testing on all campuses.
* Collaborates and communicates with faculty and Access Center staff about policies and procedures for the administration of ADA Accommodation exams.
* Evaluate the ADA Accommodation testing program in an on-going, systematic, and comprehensive manner.

·         Related duties as assigned.

**QUALIFYING JOB REQUIREMENTS**

·         Associate’s degree in Human Services required with a minimum of one year experience in ADA Accommodations Testing or disability services related field.

·         Must have one year experience in testing environment using computer technology.

·         Proficient in computer literacy and technology

·         Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

**Desired Experience, Education and Training**

·         Bachelor’s degree preferred.

·         Good verbal communication skills.

·         Ability to plan, organize, delegate, and supervise for the successful operation of the Testing Center.

·         Has knowledge of the mission, goals, objectives, policies, and procedures of the Testing Center.

·         Ability to establish and maintain a cooperative relationship with students, faculty, and staff with emphasis on ADA accommodations.

·         Ability to evaluate situations critically, make decisions fairly, and work effectively as a team leader.

·         Ability to give and accept supervision of student employees.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the job.*

***Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer***