

Specialist, Testing Services (Findlay, Ohio)

Owens Community College

Apply online at: jobs.owens.edu

Posting Details

Posting Summary

Advertised Position Title	Specialist, Testing Services (Findlay)
Job Description Summary	The Testing Specialist position is responsible for administering exams to students and members of the community. This position also communicates/works regularly with faculty and staff about administering exams. This position is responsible for administering placement, academic, and certification tests at the Findlay Testing Center at least three days a week, at the Toledo Testing Center at least two days a week, and other duties as assigned.
Knowledge	*High School diploma or equivalent required *Minimum of two years of office administrative experience *Knowledge of MS Office, Excel, Word, Publisher, Banner, Ozone, Owens Internet and Intranet *Multi-task oriented and able to work in a fast- paced environment *Excellent communication skills and customer service skills *Excellent organizational skills
Skills	*Good typing skills *Multi-task oriented and able to work in a fast -paced environment *Excellent communication skills and customer service skills *Excellent organizational skills *Excellent oral and written communication *Computer skills in MS Office, Excel, Word, Publisher, Banner, Ozone, Owens Internet and Intranet
Abilities	*Friendly personality *Excellent communication skills and customer service skills *Excellent organizational skills *Excellent oral and written communication *Multi-task oriented and able to work in a fast- paced environment *Knowledge of Ozone *Excellent leadership skills
Other Characteristics	*Positive attitude *Friendly personality *Professional *Commitment to Owens *Enthusiastic *Energetic *Flexible

*Personable *Reliable *Team Player *Dependable
*Independent Work Ethic

Job Type	Full-Time
Campus Location	Findlay
Union Position	Non-Bargaining Unit
Job Classification	Support Staff
Duty Days	260 Days = 12 months
Work Schedule	Monday through Friday Occasional Saturdays
Grant Funded Position	No
FLSA Status	Non-Exempt
Pay Basis	Hourly
Hiring Range	\$10.92/hr.-\$12.98/hr.

Position Qualifications

What minimum level of education is needed to satisfactorily perform the job at entry level? Check the level that applies to the job	High School Diploma or equivalent (G.E.D.)
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What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?	MS Excel, MS Word, MS Publisher, two years of administrative office and customer service experience, including dealing with confidential information
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What field(s) should training or degree be related to?	Office Administration or Administrative Assistant
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Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so please list.

Preferred Qualifications

What preferred types of experience are needed to enter the job at entry level? Also, what is the preferred time required for each type of experience?

Essential Functions

Essential Function	Communicate effectively/efficiently with students, faculty and staff to deliver excellent customer service to all those served by the Testing Center.
Frequency	Daily
Percentage of Job	30
Rank	1
Essential Function	Proctor and maintain order in Testing Center by upholding academic integrity/test security during shift while also being responsible for sensitive and confidential information that impacts student grades/transcripts
Frequency	Daily
Percentage of Job	20
Rank	1
Essential Function	Maintain a daily paper and computer log identifying and retaining all Testing Center activity by using an Excel spreadsheet
Frequency	Daily
Percentage of Job	20
Rank	1
Essential Function	Understand the differences between the variety of tests given along with the procedures/policies and the relationship of each test to those procedures. Interpret administration directions to student regarding tests and provide key to use external lockers for personal belongings.
Frequency	Daily
Percentage of Job	10

Rank	1
Essential Function	Schedule appointments for make-up, web, GED, Pearson Vue, ASE, and ATI testing
Frequency	Daily
Percentage of Job	10
Rank	1
Essential Function	Positively identify student by picture ID; ensure that each student has a test on file with the Testing Center
Frequency	Daily
Percentage of Job	2
Rank	1
Essential Function	Work independently to facilitate Findlay testing activities with remote assistance from Toledo staff.
Frequency	Daily
Percentage of Job	2
Rank	1
Essential Function	Verbally report and complete written report of unusual testing situations
Frequency	Occasionally
Percentage of Job	1
Rank	1
Essential Function	Other duties as assigned
Frequency	Occasionally
Percentage of Job	5
Rank	2
Posting Detail Information	
Posting Number	S00053P
Job Open Date	03/20/2019

Committee Review Date 04/03/2019

Job Close Date

Open Until Filled Yes

Special Instructions Summary

EEO Statement

Owens Community College is a public, state-assisted, two-year institution of higher education. On its two campuses in Toledo and Findlay, Ohio, Owens Community College serves nearly 40,000 credit and non-credit students with over 160 career-oriented degrees and majors in Arts & Sciences, Business, Public Service, Health, Industrial & Engineering Technologies as well as the first two years of a bachelor's degree. In addition, Owens Community College offers a variety of specialized credit and non-credit programs through Workforce and Community Services.

The modern 260-acre Toledo campus is located in Northwest Ohio just minutes from Downtown Toledo. The Findlay campus is located 40 miles south in one of Ohio's most progressive towns. Northwest Ohio is located on Lake Erie and bisected by the Maumee River. Both areas are fast growing and rich in diversity.

Our mission is to provide an environment conducive to learning for persons of all populations. The continued success of the college depends heavily on full and effective utilization and education of qualified persons regardless of gender, race, age, color, national origin, disability, religion or veteran status.

Applicants are required to complete and return the Owens Community College application form to be considered. Finalists will be required to submit official transcripts. Owens Community College maintains a non-smoking policy for all buildings. Please request in advance of an interview any disability-related accommodations needed for an interview.

Scheduling Demands and Constraints

On Call Requirements No

Minimum Expectations

Travel	Yes
Minimum Expectations	Travel to the Toledo campus at least two days a week. The remaining time will be at the Findlay campus
Evenings	Yes
Minimum Expectations	Required to work until 7:00 pm one evening a week, or to fill in evening hours when coverage is needed
Shift Work	No
Minimum Expectations	Occasional Saturdays

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter
2. Resume or Curriculum Vitae

Optional Documents

1. Transcript
2. Letter of Recommendation
3. Letter of Recommendation 2