

NATIONAL PARK COLLEGE
TESTING COORDINATOR JOB DESCRIPTION

POSITION: Testing Coordinator
DEPARTMENT: Student Affairs
CLASSIFICATION: Professional Staff
REPORTS TO: Director of Career Services and Service Learning

MINIMUM REQUIREMENTS:

- Education: Bachelor's Degree required, Master's degree preferred.
- Experience: College employment, teaching, or related testing experience required.

POSITION GENERAL SUMMARY:

The Testing Services Coordinator will coordinate testing services, supervise staff, and assist in the development of and implementation of procedures, goals, and objectives. The coordinator will work with state agencies, enrollment services, faculty, and other testing departments and certification organizations as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong communication skills: Must communicate with students, faculty, staff and other constituencies of the college – internal and external. Communicates with various contacts for the college on test implementation, technical issues, and test administration.
- Computer Skills and Detail Oriented: Able to manage multiple tasks, analyze problems and develop solutions. Must be detail orientated and able to work independently, required to prepare administrative reports. Develops and maintains the testing center website information. Maintains knowledge about campus IT and Media Services resources to assist back-up when system problems occur.
- Supervises all day-to-day operations of the Testing Center. Maintains schedules to guarantee staffing needs are met for testing services. Trains, mentors, schedules and directs the work of Testing Center staff.
- Develops and updates services, policies, and procedures in response to changing demands.
- Maintains security of tests and materials by routinely keeping an inventory of materials, reviewing procedures for security, ensuring secure storage and returning all tests and related materials to appropriate staff and/or testing company. Critical need to maintain confidentiality and regulations for testing requirements. Supervises the processes of verifying student identity, exam requirements, and provides student access to exams. Protects the confidentiality of students.
- Maintains testing statistics. Prepares monthly and annual reports and makes recommendations to superior concerning staffing and programming implications. Oversees testing center budget and related expenditures.
- Maintains accurate records and ensures academic integrity for the Testing Center. Keeps proctoring/administration certifications current on all applicable tests.
- Demonstrated ability to work with diverse populations
- Serves on College committees and performs other duties as assigned.

Application Process:

Applicant should submit a letter of interest, resume, and names, email addresses, and telephone numbers of at least three professional references electronically to humanresources@np.edu. Applicants received by April 12, 2019, will have guaranteed consideration. AA/EOE