



TESTING ASSISTANT

SALARY GRADE: [C1-33](#)

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of duties to assist in the process of administering and scanning tests for the Assessment Center.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Prepare and print reports for instructors utilizing Assessment Center services; scan and edit placement tests for errors.
2. Provide and explain test results to students on the telephone or in person; review student transcripts from other schools; verify prerequisites have been met as needed.
3. Assemble writing samples for English and English as a Second Language (ESL) students based on test results.
4. Operate a computer to enter information regarding writing placement and various test scores; operate a test scanner and other office equipment as assigned.
5. Answer the telephone and refer calls and visitors to appropriate personnel; answer general questions according to established guidelines; schedule appointments for students for various departments.
6. Maintain a variety of records regarding student testing.
7. Maintain the inventory of general supplies and test materials; assist instructors in utilizing the correct forms.
8. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Operation of a test scanner, computer and other assigned equipment.
2. Modern office practices, procedures and equipment.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Telephone techniques and etiquette.
5. Basic record-keeping techniques.
6. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Understand, interpret and communicate test policies and College rules and procedures.
3. Perform a variety of duties to assist in the process of administering and scanning tests for the Assessment Center.
4. Communicate effectively both orally and in writing.
5. Operate a scanner and other office equipment as assigned.
6. Establish and maintain cooperative and effective working relationships with others.
7. Meet schedules and time lines.

8. Understand and follow oral and written instructions.

Education and Experience

Any combination equivalent to:

1. High school diploma.
2. Two (2) years clerical experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Walking.
6. Reaching overhead, above the shoulders and horizontally.
7. Bending at the waist, kneeling or crouching.
8. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Date Approved: March 1, 1999
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