



TESTING TECHNICIAN

SALARY GRADE: [C1-41](#)

DEFINITION:

Under the direction of an assigned supervisor, schedule, administer and score a variety of assessment tests to students to assess basic skills in English, English as a Second Language (ESL), mathematics, chemistry, or other tests, as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Coordinate registration dates, counselor's schedules, ESL faculty schedules and international student orientation dates to create quarterly testing schedules.
2. Administer and proctor group-testing sessions; verify prerequisites, probationary or disqualified status as appropriate.
3. Review guidelines, policies and instructions related to placement testing, registration and counseling with students prior to placement tests; distribute and assist students with testing admissions applications; schedule, administer and provide individualized results for tests in English writing, English reading or ESL courses to determine eligibility.
4. Sort placement tests; review information for accuracy and completeness; correct forms as necessary; score placement tests utilizing a scanner; edit and correct scanned information as needed; resolve problems with forms rejected by the scanner.
5. Provide technical information to students in person or on the telephone regarding test scores; assist students with registration status; generate a variety of reports utilized in the recruitment of various programs.
6. Meet with division deans, department heads and program directors to develop and implement testing procedures and policies and resolve placement issues.
7. Monitor the testing budget; monitor inventory and order supplies.
8. Perform various data entry duties; resolve problems with registration, testing and student information system (SIS) data.
9. Perform a variety of clerical duties in support of the Assessment Center; compose and distribute information to faculty and staff; maintain various files, records and reports; create flyers regarding placement testing and schedules and other related duties.
10. Operate a computer, scanner and other related equipment.
11. Prepare requisitions for supplies as needed.
12. Train and provide work direction to student assistants as assigned.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Placement testing and registration policies, procedures and regulations.
2. Operation of a computer, scanner and related office equipment.
3. Record-keeping techniques.
4. Interpersonal skills using tact, patience and courtesy.
5. Oral and written communication skills.
6. Modern office practices, procedures and equipment.

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. Schedule, administer and score a variety of assessment tests to students to assess basic skills.
3. Communicate effectively both orally and in writing.
4. Operate a computer, scanner and other office equipment.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Prepare and maintain records, files and reports.
7. Meet schedules and time lines.
8. Work independently with little direction.
9. Establish and maintain cooperative and effective working relationships with others.
10. Plan and organize work.

Education and Experience

Any combination equivalent to:

1. College-level coursework.
2. Two (2) years experience working with students in an educational setting.

Preferred Qualifications:

1. Experience working in an assessment office.
2. Experience working at a community college.
3. Experience proctoring placement or standardized assessments.
4. Experience working with confidential information, including testing materials and student information.

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. Vision 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 20 lbs.

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