Job Title: Testing Technician
Reports to: Director of Enrollment Services
FLSA Status: Non-Exempt
Level: 115
Position Class: C9907

Job Summary:
Manages daily activities of the Assessment/Testing Center, coordinates all types of test proctoring and provides administrative support for the Director of Enrollment Services and the CLAST Institutional Test Administrator.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Schedules and administers various assessments/tests for individuals and classes.

2. Maintains security and confidentiality in the Assessment/Testing Center by adhering to standardized rules of test procedures as accepted by international assessment organizations.

3. Produces and maintains a current Assessment/Testing Center procedures manual.

4. Maintains up-to-date Assessment/Testing Center records, documents, information sheets and monthly reports, including both hard copy and computer data.

5. Interprets placement test results for students and provides them with a current FPT Score Referral Sheet with cut-off scores and class flow charts. Responsible for orientation registration of all new students in Banner system.

6. Administers various career affective and diagnostic assessments.

7. Orders and maintains Assessment/Testing Center supplies and software.

8. Manages and maintains various testing software.

9. Coordinates and provides test proctoring for academic departments, State College of Florida, Manatee-Sarasota distance learning students, non-State College of Florida, Manatee-Sarasota students and dual enrollment high school students.
10. Coordinates and administers all FPT testing for all high school acceleration programs.

11. Provides administrative support for the Director of Enrollment Services and CLAST Institutional Test Administrator.

12. Acts as liaison for all participating high school dual enrollment programs including the application, approval form and placement test information. Responsible for communicating application and approval form deadlines to the high schools, as well as arranging group and individual testing sessions. Receive and review dual enrollment applications and approval forms submitted by individuals or high schools before submission to the Registrar office for processing.

13. Oversees daily management of testing center and purchasing of supplies.


15. Trains and monitors all personnel employed in the Assessment/Testing Center.

16. Performs other duties as assigned by the Director of Enrollment Services.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and three or more years’ related experience.

- **Supervisory Experience:**
  One or more years’ experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.
• **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of various testing software, database, word processing, spreadsheet, email, and Internet software. Proficiency with current College software is required.

• **Certificates and Licenses:**
  No certifications needed.

**Responsibility for People and Property:**
This position is responsible for part-time OPS employees and student assistants.

This position monitors the budget under the direction of the Institutional Test Administrator and Vice President of Student Development. This position accepts payment for testing.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota students, staff, and faculty.

• **External Contacts:**
  This position has frequent contact the general public, vendors, other universities and colleges in Florida and local high schools.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use manual dexterity and to talk or hear. The employee is frequently required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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