



Trinity Valley Community College

Job Description

Campus Tutor/Testing Coordinator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serve as tutor and testing coordinator at the Terrell HSC Campus; Provides organization and supervision of student tutoring services and testing services.

REPORTS TO:

Provost, Terrell HSC

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate degree

PREFERRED:

Bachelor's degree

EXPERIENCE REQUIRED:

Two (2) years of experience working with the public

PREFERRED:

Experience in an educational setting. Experience proctoring exams.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Public Speaking/Presenting |
| • Computer software proficiency – Microsoft Office | • Basic Math |
| • Operating equipment – office or otherwise | • Leadership/ Management |
| • Written and oral communication | • Attention to detail |
| • Interpersonal and/or customer service skills | • Time management |
| | • Organization |
| | • Operational Systems and procedures |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Communicate with Terrell HSC campus counseling office and with Athens Director of Testing to schedule, staff, and oversee HESI A² testing on the Terrell HSC Campus.
- Assist faculty with proctoring class exams.
- Coordinate scheduling of ADN HESI exams with ADN team leaders and proctor ADN HESI exams.
- Schedule and proctor other tests as needed (TSI, NHA, etc.)
- Assist with troubleshooting computerized exams as needed, including HESI and ExamSoft.
- Request software updates as needed for testing center computers, especially ExamSoft.

All TVCC positions are security sensitive and require a criminal background check.



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- Manage the health occupations division test bank (ParTest) and test scoring system (ParScore).
- Assist with copying paper tests from ParTest and maintain security of copied exams.
- Assist with ATI testing for vocational nursing students.
- Maintain records of students who qualify for testing accommodations and schedule the testing accommodation rooms accordingly.
- Complete training and proctor the CST exam for surgical technology students.
- Schedule maintenance on the ScanMark scanner.
- Maintain and update tutoring and testing materials and supplies.
- Communicate with faculty to determine qualified applicants for tutoring employment.
- Maintain tutor time sheets, reports, and tutee progress reports.
- Compile statistical data for end-of-semester report.
- Assist the HSC counselor with processing applications.
- Updates student records in Colleague as needed (Image Now scanning, Alpha Delta Nu status, etc.)
- Supervise the use of tutoring and testing rooms.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Video Monitoring Equipment
- Instructional Equipment
- Fax machine

PHYSICAL DEMANDS:

- Requires: Fingering, Talking, Hearing, Seeing, Sedentary Work, Computer Work
- May need: Lifting
- Occasionally need to: Light Work

MENTAL DEMANDS:

- Environmental: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/14/2021



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Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1758
DBM:	B	Travel Required:	None
IPEDS/SOC CODE:	25-9099	Employment Status:	Full-Time
Salary Range:	170	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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