

TESTING SPECIALIST

GENERAL STATEMENT:

Support the overall function of the Testing Center.

REPORTS TO:

Director of Testing Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree required; Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

One (1) year testing experience preferred; Secretarial/clerical experience required.

OTHER:

Must be certified in PearsonVue and Accuplacer/TSI within thirty days of employment and must renew annually. Good computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate office equipment; must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Register examinees for HESI, and other tests as needed.
- Assists in administering the following tests: GED, CLEP, Nursing/HESI, ACT, TSI, NHA, ETS, PearsonVue and other testing as required.
- Monitor examinees during testing.
- Maintain secure file of current passwords for online internet assessments.
- Maintain examinee sign-in logs; check photo I.D.'s, and log in students for online exams.
- Keep test materials secure including passwords and testing documents/booklets in locked storage.
- Prepare testing center for GED and all PearsonVue professional national & state certification exams.
- Update test date information to the public; keep bulletin board information current and relevant.
- Retrieve scores on test databases upon request.
- Performs receptionist duties such as greeting visitors, answering inquiries, screening telephone calls, and routing incoming calls and mail.
- Collects and processes HESI applications from all TVCC campuses, scans into school database and keeps in a central file.
- Type correspondence and memoranda.
- Establish and maintain filing and recordkeeping system for department records.
- Maintain stock of office supplies, including monitoring inventory and reordering as required.
- Checks details on a variety of documents, reports, forms, etc., for accuracy and completeness.
- Operates various office machines such as computers, calculators, copiers, FAX, CRT terminals, etc.
- Scans and enters data into Image software.
- Work assigned schedule and comply with timekeeping policy.
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require occasional evening and/or weekends

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 02/08/95

Revised: 04/05/2019

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