

**Sul Ross State University**  
**Position Description**

**Official Title:** Testing & Career Services Director  
**Salary Group:** Unclassified (3)

**Job Code:** 1616

**Summary**

Function: The Director has administrative responsibility for the areas of Testing and Career Services, as well as all related programming.

**Duties**

Administer the University testing program which includes administration of all standardized national and state tests offered at the University for admission and assessment; administer and evaluate placement examinations for new students, provide proper documentation for Advisement of said students, provide accommodation testing for students with disabilities; maintain all test files, records and test security; responsible for ordering testing resources and providing reports and documentation as required by testing companies, update computers for testing as needed and maintain required training for computer testing. Administer and maintain all other testing materials as appropriate, such as personality inventories, academic and study skills assessments, and vocational inventories; supervise temporary test administrators and proctors; prepare and present programs and workshops to university groups; provide individual and group career counseling and assessment which includes the administration and interpretation of vocational inventories; maintain local, regional and national job boards pertinent to student needs; publish blog on university website and maintain job bulletin and website job board. Maintain office website to include data on testing, job fairs, job postings, and career resource links; produce a job fair for the spring and fall semester and facilitate on campus recruiting; communicate with recruiters via fax, phone, email, or mail; committee work as assigned. Assist Experiential Director with the development of internships for students as well as job shadowing opportunities. Maintain job postings for student worker and temporary positions on people admin platform, assist department staff with the people admin platform. Complete annual assessments for quality evaluation for department. Create marketing tools for promotion of job fairs, events, or testing. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all time.

**Supervision**

Received: Report to Dean of Student Life

Given: Supervise part time testing assistant, proctors, and student workers.

**Education**

Required: Bachelor's Degree in Student personnel, Education, Psychology, Sociology or related field

Preferred: Master's Degree in Student personnel, Education, Psychology, Sociology or related field

**Experience**

Required: Experience in an educational setting working with people of diverse backgrounds

Preferred: Two years of experience at the post-secondary level; experience with testing administration.

**Equipment/Skill**

Required: Proficient with computers for testing maintenance as well as documentation with Word, Excel, or Publisher

Preferred:

**Working Conditions**

Usual: General office conditions; responsible for physical test facility arrangements; oversee a number of Saturday/Sunday test administrations; exempt from overtime provisions. Position is Security Sensitive

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: February 2017