

Ross State University

Position Description

Official Title: Testing Assistant

Job Code: 3615

Salary Group: N/A

Part Time - \$10..50/hour

Summary

Function: Provide professional assistance with test administration.

Scope: Includes all aspects of standardized testing for the university.

Duties

Essential: Schedules and administers standardized tests; responsible for making room reservations, keeps files on proctors; maintains test administration manuals, schedules proctors, and performs other related test administration duties; orders test materials in timely manner; become familiar with all tests administered at the Sul Ross Testing Center; monitors State/National tests given at Sul Ross; follow standards of test companies; ensure security of tests and testing materials; provide other testing services to Sul Ross students as needed. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Works under the supervision of the Career Life Center Coordinator

Given: Supervise test proctors.

Education

Required: Bachelor's degree

Preferred: Master's degree in Education, Counseling, Psychology, or related field

Experience

Required: Familiarity with standardized testing.

Preferred: Previous experience administering standardized tests: SAT, ACT, TASP, GED, etc.; career counseling and/or career assessment experience.

Equipment/Skills

Required: Proficient with computer based programs; able to lift 20 pounds.

Preferred:

Working Conditions

Usual: Flexible hours, including some Saturdays. Position is Security Sensitive.

Special: Part-time position, 19 hours per week; no benefits.

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

Date revised: April, 2005