Job Title: Assessment Specialist  

Job Code: 11116

**JOB SUMMARY**

The Assessment Specialist conducts assessment and orientation sessions with students to determine college and/or job readiness.

**MAJOR DUTIES**

- Assesses students for skills and training needs;
- Maintains a summary of assessment results on each participant;
- Assists in conducting workshops pertaining to career exploration and evaluation;
- Advises students of opportunities in non-traditional educational fields demonstrating knowledge of subject area;
- Conducts an in-depth review of student information prior to counseling to identify any barriers in achieving goals;
- Assists students with admissions and testing;
- Assists in the assessment of training and educational needs of students and makes appropriate referrals;
- Schedules appointments for further assessment, tests, etc., according to established procedure;
- Provides information to other staff members for review, adjustments and referrals if necessary.

**COMPETENCIES**

- Knowledge of proctoring electronic exams and tests utilized by the college
- Knowledge of how to properly assess test results
- Knowledge of college academic programs
- Knowledge of student information systems
- Skill in the use of computers and job related software programs
- Skill in interpersonal relations and customer service
- Public speaking skills
- Oral and written communication skills
- Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

An associate degree *and* Three (3) years of related work experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.