Job Title: GED Testing Assistant

JOB SUMMARY

The GED Testing Assistant is responsible for conducting registration, coordinating logistics, and assisting in processing exam materials and test scores for the GED examinations and other standardized tests.

MAJOR DUTIES

Conducts registration for the GED examinations and other standardized tests;
Serves as a proctor ensuring security of examination procedures;
Coordinates logistics for testing sessions, including location, seating, equipment, and supplies;
Prepares all appropriate examination materials for use during sessions;
Ensures return receipt and proper storage of test materials;
Assists in processing exam materials and test scores and verifies that each session’s grading is completed and all test scores have posted accurately;
Conducts annual inventory of test materials used;
Maintains all testing files and records.

COMPETENCIES

Knowledge of basic office practices and procedures
Knowledge of policies, procedures and requirements governing GED test administration
Skill in the operation of computers and job related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Skill in the operation of basic office machinery, including scanning and copy machines
Ability to perform mathematical calculations sufficient to calculate GED scoring
Ability to maintain confidentiality of test materials and results

MINIMUM QUALIFICATIONS

Completion of a high school diploma or equivalent *and* Two (2) years of experience in performing complex clerical or administrative work in testing lab administration, assessment or evaluation

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.