Job Title: Testing Specialist

JOB SUMMARY

The Testing Specialist is responsible for providing testing and testing services to customers.

MAJOR DUTIES

- Proctors various academic, distance learning, exemption and nationally recognized college exams to ensure test security;
- Creates and maintains Assessment Databases;
- Data entry of students’ scores into appropriate student database system;
- Maintains appropriate test administrator certifications;
- Oversees exam software installation, maintenance and upgrades;
- Registers students for academic based exams;
- Monitors daily exam schedule;
- Maintains exam files;
- Prepares and sends correspondences to other colleges, instructors, and testing agents;
- Communicates exam scores to students;
- Advisement of students on test scores, next steps and registration;
- Creates site, incident and irregularity reports;
- Develops Assessment Training materials.

COMPETENCIES

- Knowledge of various Assessments and allowable materials
- Knowledge of Prometric Administrator station and testing workstations
- Knowledge of Pearson Vue Administrator station and testing workstations
- Knowledge of CLEP Server, Administrator station and testing workstations
- Oral and written communication skills
- Organizational skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to provide instruction to others on use of equipment or processes

MINIMUM QUALIFICATIONS

- Associate’s degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.