COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: COORDINATOR - INDUSTRY CERTIFICATION TESTING

PAY GRADE: C-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Industry Certification Specialist is responsible for daily activities of the credentialing programs of each department and assists to direct the integration of industry certifications within the institution's workforce training programs. This position is responsible for the scheduling classes, coordinates testing for each candidate, reporting and maintenance of student industry certification attainment; the development and coordination of on-site testing centers/initiatives; tracking and reporting industry certification student vouchers; the collaboration with academic departments on the integration of industry certification into CTE programs; and promoting industry certification opportunities to students at the College of Central Florida.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: An Associate's degree in education, computer technology, computer analytics, computer science, office administration, or related field is required.

2. Years of experience in field: Three or more years of full-time experience in testing is required. Preferably one year or more years of full-time experience in industry certification testing, or career and technical education.

3. Special skills or abilities related to position:

   a. Performs analysis of industry certifications that align with the college's educational programs.
   b. Collaborates with appropriate faculty, staff, department heads, and testing centers to integrate industry certifications into workforce programs.
   c. Research curriculum actively and remain up-to-date on developments within the industry and competitors.
   d. Promotes industry certification testing to students in order to enhance employability.

PREREQUISITES FOR POSITION (Qualification Standards) (continued):

Special skills or abilities related to position:
e. Evaluates computer and network needs for new testing requirements and expansions, as well as the technology used for testing administration and support of testing activities, including the ability to troubleshoot systems and technical issues.
f. Works closely with the CF Institutional Effectiveness department to maintain and support industry certification submissions to the State.
g. Monitors compliance with appropriate testing practices and standards required by the State, policies and test vendor contract requirements.
h. Helps the Manager of the Testing and Assessment department train testing staff to proctor and administer industry certification tests.
i. Assures that all testing staff are kept current on vendor certification requirements necessary for administering and proctoring industry certification tests.

ESSENTIAL JOB FUNCTIONS:

1. In-depth functional and general knowledge of college department and programs utilizing industry certification tests.
2. Strong diagnostic, analytical and problem-solving skills.
3. Strong coordination and communication skills to collaborate with CF department heads and others.
4. Must be able to present and disseminate data to various levels.
5. Ability to demonstrate a broad understanding of third-party industry certifications and their impact on higher education.
6. Requires working knowledge of computerized systems and operating environments.
7. Ability to interact effectively with a diverse employee and student population.
8. Sets up and evaluates new industry certification testing programs that are being considered by College faculty and department heads.
9. Writes rules within testing platforms and programs, and manages updates of computer-based testing currently in use.
10. Will be required to perform the duties of an Assessment Specialist when needed.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time

PHYSICAL DEMANDS (continued):

- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment and/or remotely.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Manager- Testing and Assessment