

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: TESTING ASSISTANT – STUDENT SERVICES  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for performing a variety of duties and tasks related to testing and assessing individuals that include some administrative/clerical responsibilities assisting the testing team members and testing manager operating a department in a specialized capacity. However, the major responsibilities involve proctoring/administering educational and career tests as well as specialized industry certification tests, monitoring the integrity of examinations, adhering to strict test security practices, maintaining management data in Jenzabar, Higher Reach, and Image One, and working with test vendors when troubleshooting electronic examinations is needed.

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: High school diploma or equivalent required; associate's degree preferred.
2. Years of experience in the field: At least two years performing administrative/clerical functions in a busy office setting. Previous experience using a variety of computer software programs is preferred.
3. Special skills or abilities related to the position: Must have knowledge of office practices. Must have the ability to learn the overall functions and operations of the testing department and how it interfaces with other college departments. Demonstrate the ability to operate a computer and various software programs as well as troubleshoot technical problems. Successfully acquire test vendors' certifications after completion of training within the first six months of employment. Must have the ability to learn and make decisions commensurate with college rules, regulations, and policies. Must be able to implement strict testing practices by following national test standards, best practices, test vendors' contract requirements, and State requirements

PREREQUISITES FOR POSITION (Qualification Standards) (continued):Special Skills or abilities related to the position:

Utilize college management data programs to retrieve information, store data, and prepare frequent detailed reports. Deliver excellent customer service in a professional setting that is usually very active and frequently requires multitasking.

ESSENTIAL JOB FUNCTIONS:

1. Work directly with other testing team members, the manager of the Testing department, and testing staff in the Disability Services department.
2. Proctor/administer a variety of tests to students and others.
3. Prepare and instruct examinees through the Lobby Check-In system and the Higher Reach System assuring adherence to all current testing and security practices.
4. Help troubleshoot IT testing issues and problems, and collaborate with the college's IT department and vendors' IT personnel as needed.
5. Maintain current certification status on all tests administered by completing the periodic required vendors' training (Pearson Vue, ASE, Kryterion, IQT, and others).
6. Create instructors' exams and vendor transactions by processing payments received in the correct categories.
7. Maintain the integrity of exams administered in the testing center.
8. Prepare and administer new exams such as NOCTI, NREMT, and others when authorized by test vendors or the State.
9. Enter data into the management system containing specialized technical terminology and other information.
10. Conduct statistical comparison of information for supervisor's use.
11. Work directly with faculty in the classroom registering students for group industry certification tests.
12. Assist the Disability Services department testing staff and test vendors in arranging for test accommodations for students with disabilities.
13. May be required to work a flexible schedule, late afternoons, and evenings.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job-related marginal duties as assigned)

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 accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.

PHYSICAL DEMANDS (Continued):

- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: Ocala, Citrus, Levy Campus or location designated at the time of vacancy announcement and posting

SUPERVISOR OF POSITION: Designated at the time of hiring/vacancy announcement