STUDENT ASSESSMENT COORDINATOR

DEFINITION

Under direction, coordinates and personally performs responsible work in the administration of the student testing and assessment program; provides support for matriculation activities; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class has primary responsibility, under direction of an administrator, for coordinating and overseeing a broad based, standardized testing and assessment program to ensure that students are appropriately assessed and placed in the most effective educational program. Successful performance of the work requires both program coordinative and basic supervisory skills plus written and oral communication skills to ensure that program regulations are met while providing fair and appropriate assessment opportunities to all students.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates, oversees and performs required support for activities related to the testing and assessment of students, using standardized assessment instruments including computerized assessment tools
- Coordinates Student Assessment Center activities
- Schedules and coordinates assessment testing dates and times
- Arranges for special testing procedures for students with special needs, such as disabled or international students
- Prepares, disseminates and provides information to students and others regarding the assessment requirements and schedules
- Arranges for testing rooms and sites
- Coordinates work schedules for test administrators and personally administers standardized instruments
- Provides for the computerized scoring of such tests and the distribution or test result printouts to students
- Coordinates the completion and collection of student update forms during the registration process
- Confers with faculty, computer services and administrative staff regarding assessment and matriculation activities
- Maintains accurate records and files and prepares correspondence, reports and other written materials related to the work performed
- Orders and maintains a supply of testing materials
- Directs the bulk preparation, processing and mailing of informational materials
- Directs the work of assessment center staff and student assistants helping with the center functions
- Instructs them in work procedures
- Monitors the budget for the function
- Completes expenditure requisitions
- Enters and retrieves information using a personal or on-line computer
- Performs a variety of standard office support work, such as typing, filing, providing information in person and over the telephone and operating standard office equipment
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Techniques for dealing with people of diverse academic, ethnic, socioeconomic and cultural backgrounds
- Basic student assessment instruments, procedures and requirements
- Computerized testing
- Basic budgetary principles and practices
- Basic principles of program coordination, organization and administration
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Basic computer and word processing applications related to the work

Skill in:

- Interpreting, applying and explaining rules, regulations and procedures
- Organizing and providing programmatic coordination in assigned functional areas
- Preparing reports, correspondence and other written materials
- Exercising sound judgment within procedural guidelines
- Accurately performing detailed office support work
- Maintaining accurate records and files
- Representing the College in meetings and functions related to assessment
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- May be required to work off-hours during specified testing periods
- Specific positions may require or desire bilingual and/or biliterate skill in a designated second language

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of two years of college coursework in a appropriate field and two years of program coordination experience. Familiarity with college-level assessment and testing processes is desirable.