

Southwest Texas Junior College

Employment Opportunity
2401 Garner Field Road, Uvalde TX 78801; HR:
830.591.7330 Human Resources Employment: www.swtjc.edu

Title: Testing Center Assistant

Job # 171811710301

Campus: Uvalde (All campuses)

Closing Date: 01/26/2018

Description of Job Duties: The Testing Assistant will provide services to support the daily operations of the SWTJC Testing Center. Under general supervision of the Testing Center Coordinator, the incumbent assists and participates in the day-to-day testing services, provides technical assistance in areas such as installation and maintenance of computer hardware, software, and other equipment, maintains computer software to support testing programs according to testing agencies requirements, troubleshoots and maintains the Testing Center's computer labs, and assists in configuration of all computer-based testing. Fully participates in test administration or proctoring, including traveling to test and weekend testing as requested by the Testing Center Coordinator. The Testing Assistant must possess strong problem solving skills, organizational skills and oral/written communication skills. Contributes to the overall success of students, the Department of Student Engagement and Success, and the College.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.

1. Familiar with and able to administer all exams offered by the Testing Center.
2. Possesses thorough knowledge and abides by testing policies and procedures and rules and regulations set by testing agencies and the Testing Center.
3. Adheres to strict test protocols, verification of identification, and eligibility of all examinees and maintains exam security.
4. Assists with testing accommodations, as requested by the Testing Center Coordinator.
5. Promptly alerts the Testing Center Coordinator of any irregularities during testing.
6. Assists in management of all computer exams inventory; security of all students score records; and transfer of digital data, scores, and reports as requested.
7. Assists with configuration and maintenance of all the computer-based testing.
8. Attends testing workshops and conferences in order to stay current and comply with all testing procedures and regulations.
9. Answers the phone, takes messages, and responds to inquiries; communicates with students, faculty, staff, the general public, and external agencies.
10. Assists with preparation, maintenance, and security of paper/pencil testing materials for prison testing program.
11. Ensures that the testing lab and testing materials are prepared as needed.

QUALIFICATION REQUIREMENTS

Education: Associate's degree required. Bachelor's degree preferred.

Experience & Training: Previous experience working in a higher education setting. Testing Center and/or Information Technology experience is strongly preferred. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

An Affirmative Action/Equal Opportunity Institution

Notice to Applicants With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status