

COORDINATOR OF TESTING SERVICES/ACADEMIC ADVISOR

DESCRIPTION:

Under the supervision of the director of Advising, the coordinator of Testing Services administers the college's comprehensive student testing and assessment services with particular emphasis on admissions placement assessment. Emphasis is placed on testing services and academic planning to assist students with selecting a degree program and the development of an educational plan to promote the achievement of educational, personal, and career goals. The coordinator/advisor will assist with recruitment and retention activities both on campus and in the community.

As a member of the academic advising team and Student Services department, the coordinator/advisor will perform other related duties as assigned by the director of Student Advisement Services and the dean of Student Development. The academic advisor is committed to testing and NACADA standards and best practices and facilitates KCC's initiatives to promote student academic success and lifelong learning.

EXAMPLES OF DUTIES:

- A. Supervises the administration of all college testing and similar services related to admissions, advisement, and credentialing under authority of external agencies.
- B. Works directly with college personnel, advisors and administrators to assist students with testing and enrollment procedures.
- C. Provides leadership in the selection, development, and application of admissions assessment instruments utilized for the appropriate advisement and placement of the college's students.
- D. Serves as Chief Examiner of the High School Equivalency tests including the General Educational Development (G.E.D.) and Hi Set tests. Serves as site test supervisor for the American College Testing (ACT) Pro-grams as needed.
- E. Supervises ACT, GED, NATCEP, NABCEP and A2 testing staff proctors, test-room supervisor, and overall test supervisor vacancies. Serves as a proctor substitute.
- F. Coordinates testing related services for the College and Career Readiness program. Providing presentation materials and data to area high school administrators, counselors, and students.
- G. Assures compliance for all tests offered through the Testing Center.
- H. Supervises and evaluates testing staff as well as assures the maintenance of lab equipment and upgrades.
- I. Demonstrates cost-efficiency in budget management.
- J. Articulates KCC's advising/testing services to area high school staff, business and industry representatives, and current and prospective students for the purpose of assisting with enrollment growth, community outreach such as the College and Career Readiness program, and other student retention efforts.

K. Conducts surveys, focus groups, and follow-up studies to assess the effectiveness and quality of testing services and the student advisement process and services.

L. Serves as academic advisor to assigned students. Assists students with the development of their educational plans and career goals.

M. Actively participates in staff development initiatives and remains knowledgeable in the utilization of student academic records, assessment information, advising techniques, transfer student advisement, and other topics that improve and enrich the student advisement process.

N. Represents the college as a speaker, presenter, or in similar capacities in high schools, service organizations, community events, and other activities of a similar nature.

O. Schedules day and evening hours for the purpose of academic advising, and other student services related functions.

P. Carries out committee assignments.

Q. Embraces a continuous improvement philosophy by collecting, analyzing, and making decisions informed by data.

MINIMUM QUALIFICATIONS:

A. Bachelor's degree required. Master's degree preferred. Coursework or experience in tests and measurements, and/or academic advising or student services preferred.

B. Three to five years of related work experience required. An understanding of and experience with testing, academic advising, career advising, and transfer planning highly desirable. Bilingual preferred.

C. Qualified candidate must have strong reading, writing, and computation skills, as well as strong computer experience with Microsoft office or comparable software applications.

SUPPLEMENTAL INFORMATION:

Annual rate of pay range: \$39,579 min - \$51,751 mid - \$63,923 max

Full job descriptions, qualifications and applications are available online at www.kcc.edu/jobs .

KCC encourages applications from candidates who reflect the increasing diversity of KCC's student body and community, and who will enhance and promote engagement with other cultures. Applicants who are bilingual in Spanish and English are strongly encouraged to apply.

KCC is an equal opportunity, affirmative action employer.