

225097

Job ID

UNG - Gainesville

Location

Full-Time

Full/Part Time

Regular

Regular/Temporary

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About Us

Located in the fastest-growing region of the state, the University of North Georgia is a multi-campus university with an enrollment of nearly 20,000 students, making it one of the largest institutions in the University System of Georgia. UNG is focused on a mission of educational excellence, leadership development and community engagement opportunities that develop students into leaders for a diverse and global society. Through a variety of educational pathways that provide access and range from certificates and associate degrees to a professional doctoral program, UNG is responsive to regional education and economic development needs. Federally designated as a senior military college, one of the university's signature leadership programs is its 800-member Corps of Cadets on UNG's Dahlonega Campus.

Job Summary

The Director of Testing, adhering to the National College Testing Association Standards and Guidelines, manages the University's comprehensive testing program. This program requires the oversight of 4 Testing sites and supervision and training of 12 employees to effectively and efficiently deliver over 20 different testing programs to prospective students, UNG students and to the public at large across all UNG campuses. It requires a high degree of coordination with other units of the university, including but not limited to admissions, learning support, registrar, and distance education.

Responsibilities

- Provide leadership and vision for UNG's testing program and Prometric Test Center. Assess testing needs at all campuses and for the public at large and develop the offerings of the testing program as demonstrated by ongoing assessment. Collaborate with UNG departments to develop test offerings as needed.
- Hire, train, supervise, and evaluate staff across all campuses to guarantee professional test administration and integrity of testing results. Administer tests as needed and provide professional development activities for staff.
- Responsible for all testing contracts, billing, and revenue. This includes managing the ordering of tests, administering of tests, returning of test materials, and associated billing with test providers. Oversee the process of providing proctored eCore testing. Ensure technological

compliance with all test vendors and UNG IT. Responsible for ensuring test security at all centers.

- Oversee database and tracking of testing scores, their reporting into BANNER, and progress on Complete College Ga testing initiatives and Adult Learning Consortium initiatives related to testing, and other university reporting.
- Coordinate information regarding testing requirements, cut off scores, etc. with Academic Affairs and Admissions, and ensure that information for students via web and/or print is accurate and up to date.
- Active participant in strategic planning and innovation efforts for the Division of Student Affairs and serve on various University Committees representing Student Affairs.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to read, analyze and interpret professional journals, technical procedures, and government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from faculty, staff and students.
- Knowledge of and a willingness to comply with the standards/rules provided by testing vendors.
- Excellent verbal and written communication skills. Excellent time management skills coupled with the ability to problem solve and multi-task. Knowledge regarding computer hardware and associated testing software. Proficient with MS suite software, database management and BANNER.

Required Qualifications

- Master's Degree or an equivalent combination of education and experience required.
- Four (4) years of experience in customer service required.
- Previous supervisory experience required.

Preferred Qualifications

- Experience in student proctoring or testing compliance preferred.

Proposed Salary

Salary minimum - \$54,778.

Required Documents to Attach

- Resume, Cover Letter

Conditions of Employment

Offers of employment are contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with the University of North Georgia, as determined by University of North Georgia in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.

Equal Employment Opportunity

The University of North Georgia, a unit of the University System of Georgia, is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, color, gender, sex or national origin, age, disability, religion, genetics or veteran status. Georgia is an open records state. Also, UNG is a federal contractor and desires priority referrals of protected veterans.

Other Information

This is a supervisory position.

This position has financial responsibilities.

No, this position will not be required to drive.

This role is considered a position of trust.

This position does not require a purchasing card (P-Card).

This position will not travel

Special Applicant Instructions

- Please submit contact information for three professional references.

Link to apply:

https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U