

Nashville State Community College  
Assistant Director, Testing Center  
<https://tbr.csod.com/ats/careersite/JobDetails.aspx?site=8&id=1126>

- Proctor and administer online and conventional pen/paper tests.
- Supports, updates, and maintains an appropriate manual of test procedure guidelines.
- Office management for ensuring test security. Oversees specific clerical office routines. Adheres to appropriate procedures and guidelines for the successful operation of the Testing Center.
- Updates appropriate records (i.e., test tracking logs and statistical data for Testing Center.) Handles and reports irregularities and incidents to supervisor.
- Interprets test results for individuals and appropriate departments. Enters scores into Banner.
- Monitors examinees to insure a secure and quiet test environment. Operates in a diligent manner to promote honesty, integrity, and fairness in all testing procedures. Communicates necessary testing guidelines and information to examinees.
- Maintains an effective working relationship with the public and other employees.
- Manages internal testing procedures for test retrieval for all tests. Serves as liaison between the Distance Education office and the Testing Center. Receives and corresponds to inquiries concerning proctoring services for Nashville State Web Online and TN eCampus contact.
- Coordinates, collects, and distributes web test materials on the main campus to share with all satellite campuses and alternate testing sites. Maintains security and accountability of tests. Collaborate and communicate with faculty and academic departments about policies and procedures for the administration of exams in the Testing Center.
- Provides all campus testing training including satellite campuses. Assists in training of new employees. Provides ongoing training sessions to main campus and satellite campus to keep staff current in job responsibilities.
- Operates under the guidelines of equal opportunity, affirmative action, and the Americans with Disability ACT.
- Complies with Faculty/Staff handbook and the Tennessee Board of Regents' policies and guidelines.
- Has skills and ability to assume a supervisory role in the absence of the Director.
- Performs other duties as required.

**MINIMUM JOB STANDARDS:**

- Bachelor's degree required. Master's degree preferred.
- Experience in testing and/or test center management required.
- One and one half years of experience in testing services required.

**JOB LOCATION:** The primary job location is Nashville State's main campus. Occasional travel throughout the service area may be required.

**EQUIPMENT:** Use of computer equipment, telephone and other standard office equipment is required.

**CRITICAL SKILLS/EXPERTISE:**

- Ability to plan, organize, delegate, and supervise every detail for the successful operation of the Testing Center.
- Has knowledge of and adheres to the mission, goals, objectives, policies, and procedures of the Testing Center.
- Ability to establish and maintain a cooperative relationship with students, faculty, and staff.
- Ability to evaluate situations critically, make decisions fairly, and work effectively as a team leader.
- Ability to give and accept supervision.