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| **Texas A&M University San AntonioPosition**

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| **Classification Details** |
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| Job Title:  | Testing Center Coordinator  |
| Pay Grade Level:  | 55 |
| FLSA Type:  | Exempt |
| FLSA Code:  | A = Administrative |
| Title Code:  | 9337 |
| Position Type:  | Staff    |
| EEO Job Category:  | 3=Professional Non-Faculty |

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| **Position Details** |
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| Duration of Position:  | Full Time    |
| Work Location:  | San Antonio, TX    |
| Department:  | Student Academic Success Center    |
| Job Summary/Basic Function:  | The Testing Center Coordinator is a full-time, professional position responsible for coordinating and assisting in the overall administration of testing programs and services. The Coordinator schedules and administers testing programs, supervises assigned staff and performs other logistical tasks necessary to provide exceptional testing experiences.    |
| Machines or equipment used by this position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:  | Computer (25 hrs.) Phone (5 hrs)  |
| Work Hours:  | Schedules vary per needs of department. May require some evening and weekend hours.    |
| Supervisor:  | Julie Williams    |
| Supervisor Email:  |   Julie.Williams@tamusa.edu |

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| **Job Duties** |
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| Percent of Duty Total: **100****7** Records  |
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| **% of Time**  | **Responsibility / Duty**  | **Function Essential**  |
| **30** | Coordinates student testing programs, including staff, facilities, materials, and test schedules; supervises arrangements for and administration of national testing programs in which the institution participates.  | Yes |
| **20** | Administers tests in accordance with test publishers’ policies and procedures and maintains the security of test materials, including test batteries, administration manuals, score stencils, answer keys, answer sheets, and score reports | Yes |
| **20** | Performs proctoring duties for a variety of tests, including but not limited to: CLEP, ACT-R, TSI-A, and others. | Yes |
| **15** | Trains and supervises staff, student employees, graduate assistants, and temporary personnel. | Yes |
| **10** | Publicizes testing services and programs, as appropriate, to students, faculty, campus departments, and external agencies and groups. | Yes |
| **5** | Performs other duties as assigned and participates in professional associations to promote and enhance professional development and best practices, | Yes |
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| **Qualifications** |
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| **Education** |

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| Necessary Qualifications:  | Bachelor's degree.    |
| Preferred Qualifications:  |   Master’s degree. |

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| **Experience** |

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| Necessary Qualifications:  | Minimum of two years of related work experience. |
| Preferred Qualifications:  | Three years of experience in administering testing, analyzing testing or working in a testing environment. One-year supervisor experience. |

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| **Licenses, Certificates or Registration** |

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| Necessary Qualifications:  |   None |
| Preferred Qualifications:  |   None |

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| **Special Knowledge, Abilities and Skills** |

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| Necessary Qualifications:  | Ability to work cooperatively with others and provide excellent customer service to students, employees and the community.Ability to multi task. Gathers and analyzes information skillfully. Ability to resolve basic problems related to computer software and hardware.Excellent oral, written and interpersonal communication skills.    |
| Preferred Qualifications:  | Knowledge of CLEP, DSST, Accuplacer, Blackboard, and Banner programs. |

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| **Other Requirements or Other Factors** |

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| Necessary Qualifications:  |  |
| Preferred Qualifications:  |    |

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| **Fair Labor Standards Act Exemption Information** |
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| 1. Do the employee's *primary duties* consist of the *management* of a customarily recognized *department or subdivision* thereof?  | No    |
| 2. Does the employee customarily and regularly direct the work of *two or more other employees* of the organization?  | No    |
| 3. Does the employee perform responsible *office or non-manual work directly related to management policies or general business operations* of your employer?  | No    |
| 4. Does the employee perform responsible work that is directly related to the academic instruction or training carried on in the administration of an educational establishment?  | No    |
| 5. Does the employee customarily and regularly exercise *discretion and independent judgment* and have the authority to make important decisions?  | No    |
| 6. Does the employee's work require knowledge of an advanced type in a *field of science or learning*, customarily acquired by a prolonged course of specialized intellectual instruction and study?  | No    |
| 7. Is the employee's *work original and creative in character in a recognized field of artistic endeavor*, the results of which depend primarily on his or her invention, imagination, or talent?  | No    |

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