



DATE ISSUED: 05/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Testing Center Assistant

JOB SUMMARY

This position is responsible for serving as Testing Center Assistant and oversees all computer-based testing and clerical functions of the Prep Center. Administers tests, manages test schedules and handles clerical operations of the center. Work is performed under general supervision within established policies and procedures and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Educator Preparation Services

Supervises: No supervisory duties

ESSENTIAL DUTIES - May include, but not limited to the following:

- Administers and coordinates the administration of computerized testing.
- Maintains the security and confidentiality of test materials, test takers, and results.
- Manages test schedules.
- Answers phones, email correspondence, filing, records maintenance.
- Processes requisite forms for testing entities and other external organizations.
- Manages inventory and restocking of test and office materials as well as office cleaning and organization.
- Responsible for compilation of data, maintenance and report records.
- Creates, maintains, and updates files and record keeping systems; paper and/or computerized.
- Assists with program evaluation and the research and design of test validations.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Associates Degree required. Bachelor's degree preferred.

EXPERIENCE

Two years experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to complete assignments accurately and with attention to detail.
- Ability to work effectively and patiently with students.
- Ability to work evenings, nights and weekends as necessary.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.