



**DATE ISSUED:** 04/18  
**FLSA:** Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Undergraduate/College Readiness Analyst

### **JOB SUMMARY**

This position coordinates student services and professional partnerships related to state mandated college readiness testing, performs responsible analysis and reports on college readiness data, and communicates college readiness requirements and testing opportunities via the university web sites. Work is performed under minimal supervision implementing own work methods and solves problems utilizing technical and specialized knowledge and/or experience. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Director for Transfer & Compliance, Undergraduate Studies & Academic Partnerships

**Supervises:** Test proctors and administrative personnel.

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

- Conducts college readiness analysis and reports data to various stakeholders.
- Coordinates scheduling, proctoring, and registration for college readiness testing.
- Coordinates professional development opportunities for test proctors.
- Serves as liaison between university testing and high school counselors for the purposes of off-campus dual credit test sessions.
- Maintains college readiness and university testing web site.
- Creates and manages product inventory in online storefront via third party payment gateway.
- Manages credit card receipts, distributes refunds, and archives data collected via third party payment gateway.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor's degree required.

**EXPERIENCE**

Two years of administrative and/or customer service experience.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Some Saturdays, early mornings, and late evenings will be required.

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

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Working knowledge of office practices and methods.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university 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.

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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.***

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