

FIRST COAST TECHNICAL COLLEGE

www.fctc.edu

Administrative and Confidential

JOB VACANCY

Beginning Date: 7/15/2010

Closing Date: 8/2/2010

Assessment Testing Specialist
Full-Time
12 Month Position
Start Date: ASAP

Salary Schedule: \$35974 to 59,166

Salary based on current First Coast Technical College Administrative and Confidential Pay Scale

Job Location: First Coast Technical College

Reports To: Sandy Raburn, CFO

Submit Application To: JoJean Ponce, Human Resources
904 547-3302 fax 904 547-3305
First Coast Technical College
2980 Collins Avenue
St. Augustine, Florida 32084
jojean.ponce@fctc.edu

Application Deadline: August 2, 2010

Procedure for Submitting Applications:

All applicants are required to submit (1) a letter of intent, (2) completed FCTC employment application and (3) a minimum of two references by the deadline date in order to be considered for this position. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training and experience. List names, addresses and phone numbers of at least three references, one of which must be your last employer. Home phone number and/or a business phone should be included. Missing information will constitute an incomplete application and the applicant may be eliminated from consideration.

- First Coast Technical College is a drug-free workplace. Drug testing is mandatory for all new employees.
- If you transfer into a safety-sensitive position that requires a commercial driver's license (CDL), you will be subject to the Omnibus Transportation Employee Testing

Act requirements for drug testing.

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JOB DESCRIPTION

ASSESSMENT/TESTING SPECIALIST

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university.
2. Two (2) years progressively responsible experience in administering testing in higher education.
3. Proficiency in administering various assessments and testing tools.
4. Proficiency in use of database software.
5. Must be willing to work flexible hours, including evenings, and occasional weekends as required.

PREFERRED QUALIFICATIONS:

1. Masters degree from an accredited college or university in related field
2. Three (3) year experience in assessment administration, admissions and/or recruitment at a post-secondary institution.
3. Demonstrated commitment to student services in post-secondary education.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of testing techniques and practices.
2. Ability to create and implement testing procedures.
3. Ability to administer tests to students and determine accurate placement by level.
4. Budgeting and basic accounting skills for budget projections.
5. Excellent written and oral communication skills.
6. Knowledge of General Educational Development testing practices and techniques.
7. Excellent skills in Microsoft Windows, Office Suite, and database management.
8. Ability to conduct surveys and other research as required.
9. Ability to gather, compile, and analyze information within an approved reporting methodology and predetermined deadlines.
10. Ability to interact effectively with individuals and students with diverse backgrounds.
11. Ability to assist in student recruitment efforts by providing information to students regarding all programs and appropriate referrals to other personnel.
12. Exercise discretion and independent judgment and act upon decisions within scope of delegated authority.
13. Ability to organize, prioritize, problem-solve, and meet multiple deadlines.
14. Ability to attain Test of Adult Basic Education scores of 12.0 in reading, math, and language.

REPORTS TO:

CFO

JOB GOALS

A management staff member who performs a variety of complex administrative and clerical tasks related to student testing for the college. Administers tests to and advises new students for testing in accordance with the mission, goals, and policies of the college. Assist Division coordinators in testing, and monitoring operations of the college.

PERFORMANCE RESPONSIBILITIES:

1. Conduct testing on campus to provide testing requirements to groups of prospective students.
2. Organize and coordinate testing schedules for prospective students by designing and maintaining a database and by sending out follow-up mail and/or phone calls.
3. Plan and coordinate the testing program, including but not limited to:
 - Develop and maintain annual and monthly Testing Calendars.
 - Schedule and administer TABE, Wonderlic, GED, and others as necessary.
 - Prepares materials for testing.
 - Contact guidance counselors and provide information for advising students.
 - Coordinate mailings to students to provide information about testing.
 - Follow up with students, parents, guidance counselors, and Admissions office.
4. Advise students and families regarding educational opportunities and options, admission and other requirements, policies and procedures as appropriate.
5. Maintain files to ensure that students are registered and placed correctly.
6. May assist with campus orientation of students.
7. Perform other incidental tasks consistent with the goals and objectives of this position or as required by FCTC policies.
8. Must be able to demonstrate excellent oral and communication skills, supervisory skills, computer literacy, attention to detail, and enthusiastic team player.
9. Maintain a professional attitude and appearance while representing FCTC on and off campus and in the community.
10. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force as frequently as needed to move objects. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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WORK ENVIRONMENT:

The work environment is usually characteristic of a normal office setting with low to moderate noise levels. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TERMS OF EMPLOYMENT:

Approved unit compensation plan
12 month position
8.0 hours per day