

## Position Description

**Job Title:** Administrative Assistant, Testing  
**Department:** Learner Success  
**Last Update:** 10/05/09  
**Supervisor's Position:** Dean, Learner Success  
**FLSA Status:** Non-Exempt



*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.*

### Job Summary:

Provides testing services to current students and other customers. Coordinates logistics for testing; ensures that facility area is scheduled and all equipment is prepared as needed.

---

### Essential Duties and Responsibilities:

1. Administer educational assessments for college placement, certification and business and industry in accordance with pre-set standards.
  2. Provide direction to students and other customers about different aspects of testing in order to educate them about the importance of testing in the academic environment.
  3. Oversee testing materials. Maintain and inventory testing supplies and recommend replacement of supplies and/or equipment when necessary.
  4. Data entry of student placement scores or other information into Banner.
  5. Develop queries to gather and extract data to generate reports. Compile and prepare data for mandated reporting requirements and special reports as needed.
  6. Maintain a clean working environment, including cleaning computer work stations after student use.
  7. Perform other duties as assigned by Learner Success Administrator.
- 

### Required Knowledge, Skills, and Abilities:

1. Competence in computer applications and the use of online resources is essential.
2. The successful incumbent will have strong interpersonal and communication skills, evidence of leadership in innovative endeavors, and an appreciation of the technical college environment.
3. The ability to maintain student confidentiality is essential.
4. Must have good verbal and written communication skills and be able to effectively greet the public.
5. Aptitude for learning computerized student information system and working knowledge of Outlook, Word, Excel and PowerPoint.

### Education and Experience:

1. High school diploma required. Some college is preferred.
2. Minimum of three years experience in a higher education setting, experience working with under-prepared and diverse populations, preferred.

**Working Conditions:**

Occasional travel to other campuses, meetings and seminars may be required. Must be able to work in a multi-paced environment, managing multiple and competing priorities.

\_\_\_\_\_  
Employee Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Acknowledgement

\_\_\_\_\_  
Date