



ALABAMA SOUTHERN COMMUNITY COLLEGE

Position Vacancy Announcement

Position: Testing Center Coordinator (One Position on the Monroeville Campus and one position on The Thomasville Campus)

Essential Functions: (Essential function, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics.)

Qualifications:

A Bachelors degree in psychology, education, computer science, or related field; one year of experience in college testing administration; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Position Summary:

The coordinator of the testing center reports to the Dean of Academic Support Services and is responsible for the coordination and administration of standardized testing programs, classroom tests, and other assessments. The Coordinator also collaborates with faculty to ensure that appropriate services are provided to students and ensures that adequate staffing and testing materials are maintained.

Duties:

- Directs and administers placement testing
- Assists with the development of testing program policies and schedules
- Conducts pre and post test counseling with students
- Interprets testing policies and procedures
- Provides related information to students, staff, faculty, or others
- Administers and evaluates College placement assessments and standardized tests such as the TABE, the General Equivalency Diploma and WorkKeys Assessment
- Maintains test security, provides appropriate testing environments and reports any violations
- Provides routine direction, information, and advisement to students regarding policies, procedures, and outcomes
- Determines testing date and make arrangement for testing facility
- Processes necessary paperwork upon exam completion in order to ensure documentation of students' testing files
- Maintains database for College and state required reports
- Submits required local and state reports on time
- Ensues proper completion of forms, checks students' identification, answers instructional questions, distributes and times test
- Maintains adequate inventory of testing materials including necessary forms and tests
- Prepares testing materials for distribution
- Other duties as assigned

Knowledge, Skills, And Other Characteristics:

- Knowledge of college policies and procedures affecting assigned work.
- Knowledge of computerized and manual standardized testing protocol, guidelines, procedures, and standards.
- Knowledge of test administration techniques and procedures.
- Knowledge and understanding of pre-testing and post-testing security standards and procedures.
- Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public.
- Skill in presenting ideas and concepts orally and in writing.

Salary: Salary level is based on Alabama College System, Schedule E.

Application Deadline: December 5th, 2007

Starting Date: January 2nd, 2008

Application Procedure:

Send a completed application package to:
Lee L. Taylor, Vice President of Learning/Academic Affairs
Alabama Southern Community College
P.O. Box 2000
Monroeville, AL 36461

A complete application consists of:

1. **An Alabama Southern Community College Application**
2. **A resume showing education degrees earned and employment history**
3. **Copies of transcripts from all colleges attended**
4. **The names, addresses, and telephone numbers of at least three professional references**
5. **Three letters of recommendation**

Incomplete applications or applications received after the deadline will not be considered. Applicants selected for interview will be notified of the date, time, and location of the interview by telephone. Interview expenses will not be paid by the college. **Official application forms may be obtained from the College Website www.ascc.edu or from the Office of the Vice President/Academic Affairs by written request.**

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

