Assistant Director, TREC

Job Code 00001122

General Description
Responsible for administering the university’s testing programs.

Examples of Duties
Supervise staff
Oversee the administration of testing programs.
Oversee the administration of Credit-by-Exam program.
Oversee the administration of the GSP/Math Placement Tests.
Oversee the administration of the computer administered TASP.
Receive score reports, verify student status and determine course eligibility.
Scan and score faculty exams.
Advise students/parents/others on testing matters.
Schedule testing rooms.
Administer other institution’s correspondence exams.
Hire and train test proctors.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Testing and measurement principles, computers and software, laws, guidelines, policies related to ADA issues, organizational management, accounting, and supervisory principles.

Skill in: Inferential statistics, prepare correspondence, reports and testing manual brochures, interacting courteously with people, establishing rapport.

Ability to: Understand different testing programs’ policies and manuals, read and interpret manuals, intermediate math, explain policies and procedures.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements