Coordinator, Testing Lab

Job Code 00007197

General Description
Responsible for coordinating and administering computer based tests.

Examples of Duties
Administer and score all computer based tests.
Coordinate the purchase of computer based tests.
Assist in determining implementation methods and policy development.
Maintain logs and reports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Testing computer software and hardware; computer administered testing procedures; standardized testing principles.
Skill in: Preparing reports; interacting courteously with people and establishing rapport; determining problems and when to call for equipment repair.
Ability to: Understand different testing programs; perform intermediate math; explain policies and procedures regarding testing program; communicate test administration instructions.

Experience and Education
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

Revised 09/20/2012