Coordinator, Testing Services

Job Code 50012877

General Description
Administration and supervision of all local, state, and national testing programs administered by the Testing, Research Support and Evaluation center at Texas State university-San Marcos as well as assisting in managing the day-to-day operations of the center.

Examples of Duties
Supervise the administration of GSP, placement, proctored, certification, correspondence, and credit-by-exams.
Stay current with changes in the assessment field and make decisions about offering new exams in the computer lab as a result of viable requests or as changes in the assessment field occur.
Supervise university accountability exam, grant-funded exams, and others as needed.
Receive score reports, verify student status and determine course credit eligibility.
Assist in various aspects of day-to-day operations of TREC.
Maintain various test logs and computer lab statistics, write section of the annual report for administrative outcomes related to computer lab.

Knowledge, Skills, and Abilities
Knowledge of: Personal computer software including Microsoft Office; sending and receiving e-mail.
Skill in: Interacting courteously with others; establish rapport with various entities; assess and evaluate testing and departmental policies and procedures; identify barriers and develop strategies to support effective teamwork.
Ability to: Oral communication; read and understand manuals.

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 10/09/2012