Supv, Round Rock

Job Code 50026669

General Description
Oversee daily operations of the Round Rock Campus Testing Center operations, programs and staff.

Examples of Duties
Coordinate and administer computer based and other tests at the RRCTC.
Interview, hire, and supervise employees.
Schedule staff and graduate assistants.
Maintain and update technology related to RRCTC operations.
Recommend and implement goals for the RRCTC.
Create, develop and review RRCTC policies and procedures, monitor budget, recommend RRCTC goals, and maintain logs for exams schedules and reports.
Communicate laws, regulations, policies and procedures, and best practices related to test administration and test security to staff, students, parents, and faculty.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; laws related to test administration, test security and disabilities set forth by University and government; assistive technology and technology related to keeping devices maintained and updated.

Skill in: processing information and making informed decisions; professional interaction; staff supervision; problem solving; motivating teamwork to enhance productivity.

Ability to: prepare clear, concise and grammatically correct documentation; work independently or as part of a team; understand and modify budgets.

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