Assistant Director, TEMC

Job Code 00001122

General Description
Assist the Director in all aspects of the day-to-day operations of the Testing, Evaluation and Measurement Center. Responsible for administering the University’s testing programs.

Examples of Duties
Communicate with University staff, students, faculty, and other stakeholders at TEMC’s policies and procedures as it related to testing administration, accommodated testing, and test security.
Oversee project-based assignments as assigned by the Director of TEMC.
Problem solve student and faculty complaints and issues related to TEMC services.
Prepare reports and oversee administrative outcomes.
Create and modify TEMC’s policies and procedures as needed.
Assist in maintaining TEMC’s budgets as assigned by the Director.
Work with TEMC staff to facilitate clear and consistent communication between area units.
Serve as acting Director in the absence of the Director of TEMC.
Supervise staff.

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

Skill in: interacting courteously with individuals; establishing rapport.

Ability to: inferential statistics; prepare correspondence, reports and testing manual brochures; read and interpret various testing program’s policies, procedures and manuals; perform intermediate math.

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