Supervisor, Testing Lab

Job Code 50012877

General Description
The overall purpose of this position includes the administration and supervision of local, state and national testing programs administered by the Testing, Research Support and Evaluation Center at Texas State University as well as assisting in managing the day-to-day operations of the center.

Examples of Duties
Administer credit-by-exam programs: procuring testing materials, hiring and supervising proctors, scheduling, registration, scanning and scoring.
Administer state and national testing programs: scheduling, hiring proctors and associate supervisors, supervising administration, returning test materials.
Receive score reports, verify student status and determine course credit eligibility.
Assist in various aspects of day-to-day operations of TREC.

Knowledge, Skills, and Abilities
Knowledge of: Policy and procedures: principles of testing and measurement; computers.
Skill in: Preparing clear and accurate documents; student relations, problem solving and decision making; computers.
Ability to: Understand supervisor’s manuals; read aloud test administration guidelines; explain policies and procedures regarding all testing matters;

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