

**ROANOKE HIGHER EDUCATION CENTER
POSITION DESCRIPTION**

Job Title: **Educational Testing Assistant (Full-Time)**
Date: June 2017
FLSA Status: Non-exempt
Department: Academic and Student Services
Reports To: Director of Academic and Student Services

SUMMARY

Performs duties involving identification, admission, seating, and monitoring of examinees, in support of the administration of computerized and paper based college, state, and national tests and assessments. Performs duties relating to preparation of testing rooms and test materials in advance of testing, and records data on transmittal sheets after testing, as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Schedules exams
- Monitors admission to and exit from the testing room, and enforces test security procedures before and during testing.
- Checks identification of examinees, and checks rosters.
- Performs setup duties and sorts materials as directed, in preparing the testing room in advance of the testing session.
- Distributes test materials and collects completed test materials, as instructed.
- Monitors the conduct of examinees during testing sessions, as instructed.
- Reports any irregularities in the testing process to the designated supervisor.
- Records data on transmittal sheets as instructed.
- Performs other related duties as assigned.
- Work schedule is generally Monday through Saturday, daytime. Some evening hours will be required.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

JOB KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills
- Ability to multi-task
- Ability to maintain secure environment

- Professional demeanor in attire and conduct
- Strong PC skills

EDUCATION AND/ OR EXPERIENCE

- High school diploma or equivalent required
- College degree preferred.
- Three or more years of customer service experience preferred..

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of customers or employees of organization.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; use hands to finger, handle, or feel; and be able to communicate verbally and comprehend spoken communication. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Supervisor's Signature

Date:

Approved by Kay Dunkley, Ed.D.

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date:

Employee's Name (Please Print)