

ASSESSMENT CENTER COORDINATOR

DEFINITION

Under direction to schedule, plan, administer, and interpret a variety of placement, challenges, and other proficiency tests and measures; to coordinate the activities of a college assessment center; to provide research assistance related to assessment and matriculation; to develop, revise and present materials to students; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform a variety of technical, clerical and administrative duties related to the student assessment and the matriculation process. They are expected to work with considerable independence in carrying out their assigned responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a manager in the matriculation process at a college. May exercise technical and functional supervision over hourly classified employees and/or student assistants.

EXAMPLES OF DUTIES - Duties may include, but are not limited to:

Coordinates, plans, administers, and assists in the interpretation of a variety of tests used in the matriculation assessment process.

Presents general college information and explains the assessment process as part of new student orientation.

Develops, writes, edits, and revises student materials related to assessment, matriculation, and student orientation.

Evaluates assessment test scores in combination with a number of other measures to assist students in selecting appropriate level courses.

Reviews matriculation exemption forms to determine appropriateness of exemptions; enters data into computer database.

Maintains and coordinates matriculation follow up components such as Early Alert process.

Assists in the research related to the assessment and matriculation process; coordinates and gather data; prepares reports.

Orders supplies and assessment instruments and keeps appropriate inventories; maintains files of catalogs and suppliers of texts.

Consult with faculty and students concerning assessment instruments and procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and techniques of assessment and proficiency testing.
College procedures, requirements and the matriculation process.
General research procedures, including basic statistics.
General office management procedures, including records management.

Ability to:

Organize, coordinate, supervise and schedule a variety of assessment related activities.
Administer and assist in the interpretation of a variety of assessment and proficiency tests.
Communicate information and procedures to individuals and groups from various ethnic and socioeconomic backgrounds.
Select, train, supervise and evaluate student assistants.
Develop and maintain record keeping systems.
Assist in conducting research related to the assessment and matriculation process.
Use a computer for entering information, composing letters and documents, maintaining files, and retrieving and analyzing data.
Communicate effectively and tactfully, both orally and in writing.
Understand and carry out both oral and written instructions.
Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of an associate degree from an accredited college.

Experience:

Two years of experience administering assessment or placement instruments and procedures.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those the employee encounters while performing the essential functions of the 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 required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

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