

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Test Administration Assistant	Range:	55
Date Revised:	8/13/02	Date Approved:	8/30/00

PRIMARY PURPOSE

This position is responsible for assisting the Director, Assessment in monitoring the day-to-day operations of the Assessment Center, scheduling and administering assessment instruments to students; determining the validity of test scores from other colleges; invalidating test scores for inappropriate behavior and cheating; and supervising and training hourly and student employees.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates schedule of Assessment tests for different programs on campus (i.e., College Starter Program, Summer Success Academy, and Weekend Business College, etc.); coordinates reading schedule of Assessment of Written English with Reading Facilitators; and coordinates schedule of oral interviews and interviewers for accurate placement of non-native students
2.	Supervises and trains hourly and student employees, which includes hiring documentation, coordinating work schedules, and ensuring adequate front counter coverage
3.	Coordinates monthly testing schedule and other events to be conducted in Assessment Center
4.	Coordinates scheduling of high school testing with the Advising Center and High School Outreach Departments
5.	Prepares and maintains test materials; monitors test inventories; prepares requisitions for office and testing supplies
6.	Administers and scores placement tests; processes career diagnostic tests which may involve traveling to high schools to administer such tests; enters results of tests into computer database; ensures receipt of test scores for students
7.	Composes correspondence, memos and reports as required
8.	Maintains accurate filing system; ensures confidentiality of test scores
9.	Assists in the implementation of any new department procedures
10.	Assists with the monitoring of department budget
11.	Answers questions and provides information to students, faculty, and the public
12.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

WORKING RELATIONSHIPS

The Test Administration Assistant maintains frequent contact with faculty, staff, students, and various departments and outside agencies.

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EDUCATION AND EXPERIENCE

High school diploma; one to two years clerical experience; previous experience supervising groups preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The various programs of the Assessment Center
- Some knowledge of California Education Code; Title V regulations
- Management, organization, and supervisory principles and practices
- Test administration and scoring procedures
- Organization, operations, policies and objectives
- Modern office practices, procedures and equipment
- Record keeping principles and practices
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications (e.g., Microsoft Word, Microsoft Excel, and assessment software)

Ability to:

- Coordinate testing schedules, Facilitators to assess results, and oral interviews for course placement
- Supervise and train hourly and student employees
- Appropriately administer and accurately score placement tests
- Perform basic math computations
- Operate a variety of office equipment including personal and/or mainframe computers
- Interpret, apply and explain rules, regulations, policies and procedures
- Plan, organize and prioritize work
- Coordinate and meet schedules and time lines for self and others
- Understand and follow oral and written directions
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS

College office environment; may require standing for long periods while assisting students. Subject to driving to a variety of locations to conduct work. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 25 pounds.