Job Title:	Test Monitor	**Job Code:**	81050
Job Function:	Staff	**Grade:**	116
Job Family:	Bargaining Unit	**FLSA:**	Non-Exempt
SOC Description:	8000 Academic Services Division	**Date:**	2/5/14

Job Summary:

Coordinate numerous national standardized tests at the undergraduate and graduate levels which involves ordering, auditing, receiving, acknowledging, and storing confidential/high security test materials. Prepare tests, train personnel, return test materials, and maintains appropriate records.

Essential Functions:

40% Coordinate numerous national standardized tests at the undergraduate and graduate level.

15% Administer, score and report a large variety of tests. Administer tests to disabled students in an appropriate and efficient manner.

15% Perform routine office duties including greeting and informing customers. Schedule appointments and administer tests for scheduled and walk in customers.

20% Provide guidance to student assistants and temporary employees and perform various administrative and clerical duties.

10% Oversee the daily functions pertaining to accounting, depositing, recording and hand delivering of departmental monies.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in a testing/assessment environment as well as experience supervising national testing programs. Basic computer skills including spreadsheet and word processing databases required. Strong communication and customer service skills required. Ability to interact with people from diverse cultures and backgrounds required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.