



Trinity Valley Community College

Job Description

Testing Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Support the overall function of the Testing Center.

REPORTS TO:

Director of Testing Services

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate degree

PREFERRED:

Bachelor's degree

EXPERIENCE REQUIRED:

One (1) year secretarial/clerical experience

PREFERRED:

One (1) year testing experience

OTHER LICENSES OR CERTIFICATIONS:

Certified in PearsonVue and Accuplacer/TSI within thirty days of employment and must renew annually.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service Skills
- Attention to detail
- Time management
- Organization
- Bookkeeping
- Website Design
- Operational Systems and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Register examinees for HESI, and other tests as needed and send email confirmations of registration.
- Proctor testing for GED, CLEP, HESI, TSIA2, NHA, ETS, TCFP, and campus instructors.
- Maintain and distribute daily testing schedule.
- Help to maintain a quiet and comfortable testing environment with minimal distractions.

All TVCC positions are security sensitive and require a criminal background check.



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- Prepare testing center for GED, PearsonVue, TSIA2, TCFP professional national & state certification exams. Sanitize/clean testing center desks, keyboards, chairs and lockers daily.
- Assist in administering GED, CLEP, Nursing/HESI, TSIA2, NHA, ETS, TCFP (first responder), PearsonVue (professional testing), TVCC course tests, and other institutional testing as required.
- Scan TSIA2, ACT, SAT, and AP score reports into Image software/Perceptive Content.
- Collect HESI results from Athens and Palestine TVCC campuses, enter scores into Colleague (school computer), scan score reports into school database and keep a one year central "Honesty Policy" file for applicants from all campuses.
- Collect and deposit registration fees for HESI testing.
- Contact faculty as needed for testing access codes.
- Monitor and maintain PearsonVue hours of availability, site messages, resource assignment, and service tickets.
- Maintain PearsonVue "History files".
- Assist in updating testing applications and other testing materials.
- Work closely with TVCC IT department to ensure computer applications are updated, as needed.
- Perform minor adjustments and maintenance to lab computers.
- Responsible for maintaining all office procedures, in the absence of the testing director.
- Maintain secure file of current passwords for online internet assessments.
- Maintain examinee sign-in logs; check photo I.D.'s, and log in students for online exams.
- Keep test materials secure including passwords and testing documents/booklets in locked storage.
- Update test date information to the public; keep bulletin board information current and relevant.
- Performs receptionist duties such as greeting visitors, answering telephone and email inquiries, screening telephone calls, and routing incoming calls and mail.
- Type correspondence and memoranda.
- Establish and maintain filing and recordkeeping system for department records.
- Maintain stock of office supplies, including monitoring inventory and reordering as required.
- Checks details on a variety of documents, reports, forms, etc., for accuracy and completeness.
- Work assigned schedule and comply with timekeeping policy.
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Fingering, Talking, Hearing, Seeing, Sedentary Work, Computer Work
- Subject to: Light to Medium Work
- May need: Lifting
- Occasionally need to: Light Work

MENTAL DEMANDS:

- Intense Noise: 25-50% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/29/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1248
DBM:	A	Travel Required:	None
IPDEDS CODE:	13-1151	Employment Status:	Full-Time
BLS SOC #:	120	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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