

STUDENT ASSESSMENT TECHNICIAN

DEFINITION

Performs a variety of clerical duties requiring specialized knowledge of administration and reporting requirements involved in student placement examinations; assists with testing schedules, proctor training, and sets up procedures regarding examination services. Responsible for computerized reports and recordkeeping related to student assessment records.

DISTINGUISHING CHARACTERISTICS

A Student Assessment Technician assumes responsibility for senior-level specialized technical work in a student assessment office. Performs technical duties involving the exercise of independent judgment. Responsible for design and coordination of assessment testing, reporting, and related matriculation research projects.

SUPERVISION RECEIVED AND EXERCISED

Supervision is receive by the Dean of Admissions & Records.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Assumes responsibility for administering, scoring, and maintaining the security of student placement tests selecting specific data to generate reports in accordance with College, State, and matriculation requirements.

Plans, designs, prepares, coordinates, and executes various research projects related to matriculation, registration, and assessment.

Plans, prepares, schedules, and coordinates the administration of College Assessment Testing.

Performs a variety of analyses of data collected; develops and constructs various computerized graphical and statistical reports.

Maintains both printed and database storage of assessment data, test results, and related information.

Trains and monitors other personnel assigned to assist in the assessment function.

Consults with various department administrators in the development and modification of testing procedures. Assists in planning and recommending changes in automated procedures.

Transmits data to counselors insuring accurate student academic placement.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Computer input, data retrieval, and modem operation.

Creation and transmission of ASCII files.

Automated recordkeeping techniques.

Methods in the administration, scoring, recording, and reporting test results.

Applicable rules, regulations, policies, and laws related to Community College Assessment Testing.

Ability to:

Learn procedures and methods of test administration.

Utilize computerized programs to score tests and generate a variety of customized reports insuring the accuracy thereof.

Coordinate testing services and communicate effectively with students, faculty, staff and administrators.

Maintain confidentiality of test materials, measure, and scores.

Work with minimum supervision.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities; three years of increasingly responsible clerical experience including test administration, computer input, and retrieval.