

**STUDENT ASSESSMENT LAB TECHNICIAN**

**DEFINITION**

Performs a variety of technical duties requiring specialized knowledge of administration and reporting requirements involved in computerized and manual student placement examinations. Coordinates testing schedules, proctor training, and procedures regarding examination services. Responsible for maintaining computerized reports and recordkeeping related to student assessment records as well as performing analysis and research related to matriculation registration and assessment.

**DISTINGUISHING CHARACTERISTICS**

A Student Assessment Lab 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 computerized and manual assessment testing, reporting, and related matriculation research projects.

A Student Assessment Lab Assistant assumes responsibility for clerical work in the Student Assessment lab. Administers and scores computerized and manual tests and runs reports on student assessment tests. Works with the Technician in coordinating the lab schedule to assure that the lab is ready for students at all times.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Dean of Admissions & Records.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

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

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

Coordinates the administering, scoring, and security of student placement tests.

Selects specific data to generate reports in accordance with College, State, and matriculation requirements.

Performs minor troubleshooting on computer terminals as problems arise.

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

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.

## **EXAMPLES OF DUTIES (continued)**

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Transmits data to counselors insuring accurate student academic placement.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Computer input, troubleshooting, data retrieval, and modem operation.

Creation and transmission of computer files.

Research techniques.

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:**

Analyze test results and produce statistical reports.

Learn procedures and methods of test administration.

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

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 Qualificationss:**

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