

STUDENT ASSESSMENT LAB ASSISTANT

DEFINITION

Performs a variety of clerical duties requiring specialized knowledge of administration and reporting requirements involved in computerized and manual student placement examinations. Administers testing, proctor training, and procedures regarding examination services. Responsible for assuring that the lab is ready for student use at all times.

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

Administers, scores, runs reports and maintains the security of computerized and manual student placement tests.

Assists in planning, preparing, scheduling, and coordinating the administration of College Assessment Testing.

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

Performs minor troubleshooting on computer terminals as problems arise.

Assures that all necessary tests and paperwork are available when needed.

Train and monitor proctors assigned to assist in the assessment function.

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

May 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, troubleshooting, data retrieval, and modem operation.

Creation and transmission of computer 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 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 Qualifications:

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