JOB DESCRIPTION

Coordinator Testing Services

Definition of Class
This position coordinates and participates in the operation of the University of Mississippi Testing Center, which provides computer and paper based standardized tests for University of Mississippi students, prospective students, and community members for college admission, professional certification, and graduate admission. The incumbent schedules and administers testing programs, hires and schedules student workers, supervises staff, secures room reservations, makes arrangements for staffing of special tests, works with information technology support to resolve any technical problems, and prepares reports and requests for payment. This position reports to the Director College Programs.

Examples of Work Performed
- Proctors a variety of tests, including but not limited to: the LSAT, ACT, Master Certified Health Education Specialist, Certified Health Education Specialist tests and CLEP, Multistate Professional Responsibility, and ACT exams.
- Provides general staff oversight. Trains, schedules, and monitors staff, including test proctors, necessary to operate a testing center.
- Develops testing schedules and room reservations to meet the needs of testing candidates and outside agencies.
- Communicates with individuals and agencies to organize and make available information/materials for exams.
- Administers the ACT Residual Exam, grades exams and sends results to Admissions Office.
- Opens the test center, prepares materials, starts computers, and works with information technology support to troubleshoot any computer issues.
- Checks in test candidates, reviews identification to ensure identity and monitors candidates during testing.
- Maintains confidentiality and security of all testing materials, test logs, and other test documents.
- Facilitates resolution to potential conflicts or issues that may arise during test administration.
- Responds to questions about test registration, schedules, locations, requirements and works with students who request special accommodations.
- Prepares reports and requests for payments.
- Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Coordinates and participates in the scheduling and administration of a variety of tests.

2. Trains, schedules, and monitors the work of staff and student workers.

3. Prepares reports and requests for payments.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; or sit; maintain balance; reach with hands and arms; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.