

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ASSESSMENT CENTER COORDINATOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 15 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assessment Center Coordinator coordinates campus testing and assessment activities at the assessment center, and serves as a liaison with students, faculty/staff, and community members. This position serves as a lead worker for full time staff and supervises part-time staff. This position supports on-campus, online, and virtual testing candidates.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensures that testing and assessment activities are administered with a high level of security in an environment conducive to examinees during test check-in, advising, launching tests, monitoring, and check-out by following policies and procedures set forth by the college, test vendor, and/or faculty member. Maintains test security for all assessments.

Provides supervision; reviews daily work and test schedules; and assigns daily tasks to staff. Monitors and tracks staff training needs, especially when a new test or process is implemented; and meets with staff for regular progress reviews.

Supports Online Faculty and maintains assessment records, schedules, test administrations, and supports for Faculty with creating and posting exams and testing dates.

Registers, refers, and provides accurate information to faculty, staff, and students concerning available testing opportunities throughout the College.

Implements procedures, guidelines, and processes that are in accordance with current state regulations and vendor guidelines related to assessment and conducts periodic reviews and updates.

Inputs and maintains computerized testing and assessment records. Reviews and evaluates testing and assessment reports from/to other educational institutions and testing organizations.

Verifies, evaluates, and forwards instances of academic dishonesty to the Assessment and Certification Center Manager.

Responds to written and verbal requests from disabled student services and students on matters related to testing and assessment support and ensures that students test with the accommodations to which they are entitled.

Collaborates and coordinates with various departments across the College to coordinate

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departmental testing. This testing generally involves large groups of examination administrations over the course of multiple days. Serves as liaison with test vendors and ensures their procedures are adhered to, payments received in a timely manner, and auditing needs are met.

Maintains P-card, reconciles purchase orders, and monitors office budget.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Employee provides supervision over assigned staff.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited college or university and two (2) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university and two (2) years of related assessment experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, financial and reporting systems, and related equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to

accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and staff under charge.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/15/25