

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2001**

ASSESSMENT AND CERTIFICATION SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 7 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assessment and Certification Specialist is responsible for supporting the overall operation of the Assessment and Certification Center with specific focus on walk in assessment and certification services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide support to ensure that all testing and assessment activities are administered with a high level of security in an environment conducive to examinees.

Perform follow-up activities concerning clients with respect to their vocational trades, academic growth, and employment activities

Provide technical assistance to faculty and staff to promote use of test center facilities and resources.

Register, refer and provide accurate information to faculty, staff and students concerning available testing opportunities throughout the College and community.

Accurately input and maintain computerized testing and assessment records.

Operate and maintain a variety of general and specialized office machines and software including microcomputers, printers, photocopies, scanners, database software, scanning software and electronic mail.

Assist in coordinating the distribution of testing and assessment brochures and information, and testing materials to campus faculty, staff and students.

Provide support in maintaining and managing data, compiling statistics and providing reports relative to testing and assessment activities.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Certification and Assessment Center Manager.

SUPERVISION EXERCISED

Employee may act in a lead capacity.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree and at least two (2) years of related experience.

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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 computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. 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 documentation, files, accounts, and 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 basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional 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 co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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 not 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 moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student 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).