

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1998**

ASSESSMENT COORDINATOR

FLSA: NON-EXEMPT – PAY GRADE: 11 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assessment Coordinator coordinates and directs campus testing and assessment activities within the walk-in testing and assessment center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensure that all testing and assessment activities are administered with a high level of security in an environment conducive to examines.

Provide academic and vocational testing and assessment support to campus programs, faculty, staff and students.

Maintain clear and comprehensive lines of communication with campus president, faculty, staff and students.

Provide technical assistance and instructional support 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.

Report, review and evaluate testing and assessment reports from/to other educational institutions and testing organizations.

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

Assist administrators, faculty and staff in resolving campus-based problems related to academic, vocational and classroom assessment.

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

Respond to written and verbal requests from disabled student services on matters related to testing and assessment support.

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Maintain data, compile statistics and provide reports relative to testing and assessment activities.

Act as liaison with campus president, maintenance, security and other appropriate staff for group testing and assessment activities.

Perform other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from both the Director of Assessment Services and the Campus President.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and over student workers.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree supplemented by a minimum of two (2) years of related experience.

PREFERRED QUALIFICATIONS

Requires an associate's degree and six (6) years of experience in testing and assessment.

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,

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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).