

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSOCIATE PROGRAM SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 - C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

This position oversees college-wide processes for the credit-by-examination program, which provides a broad range of assessment services for students and the community, with a focus on credit-by-exam processes. This position is also responsible for budget maintenance and test administration.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Evaluates official score reports from credit-by-exam vendors to determine eligibility for college credit awarding and applies to FSCJ transcripts.

Interacts with Florida Department of Education to ensure the College's compliance with all state mandates and guidelines to the statewide articulation agreement so eligible college credit can be awarded to students' transcripts.

Audits departmental commercial testing and reconciles testing activity reports; ensuring compliance; and ensuring payments from commercial vendors.

Coordinates test proctoring services offered to students from other institutions, including receipt of proctored exam materials, instructions, appointment scheduling, test administration and return.

Coordinates and processes Language Testing Institute/American Council on the Teaching of Foreign Languages exams college-wide.

Maintains departmental budget, including obtaining price quotes; purchasing assessments, fee related services, and licenses used in testing centers; requesting payments; and reconciling budget expenditures and balances.

Maintains Purchasing Card, including making purchases, adhering to purchasing guidelines, confirming receipt of products, and reconciling P-Card statements.

Maintains flow of testing paperwork in outgoing and incoming files for notifies professors for pick up.

Administers tests in a secure environment ensuring state and vendor policies are followed.

Performs inventory spot checks of supplies to ensure appropriate levels are maintained; purchases and re-stocks supplies; solicits staff supply requests.

Performs related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in a relevant field from an accredited institution and at least three (3) years of related 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 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.

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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).

Effective: 4/28/23