

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

VOCATIONAL EVALUATOR II

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

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Vocational Evaluator II coordinates and administers academic, placement, certification, and assessment testing services; proctors examinations; verifies eligibility and documentation; provides intake and customer support; maintains accurate testing records; ensures compliance with institutional and external requirements; and supports daily testing center operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Administers and proctors academic, certification, and placement examinations by verifying test eligibility, monitoring testing environments, and enforcing testing protocols to ensure integrity and compliance with institutional and external requirements.

Coordinates front-end testing operations by checking in students, reviewing documentation, assigning appropriate tests, and providing instructions to ensure efficient and accurate testing processes.

Reviews and explains standardized test results using established guidelines and placement criteria.

Maintains and updates student and testing records in enterprise systems by entering, verifying, and auditing data to ensure accuracy, completeness, and reporting integrity.

Coordinates testing services with faculty, departments, and external testing agencies by scheduling exams, communicating requirements, and ensuring adherence to testing standards and security protocols.

Supports daily testing center operations and logistics by opening/closing facilities, preparing testing materials and systems, and ensuring readiness of testing stations and environments.

Provides customer service and support to students, faculty, and external clients by responding to inquiries, explaining testing procedures, and assisting with score interpretation or next steps.

Performs quality control and ensures adherence to established testing protocols, institutional guidelines, and external agency requirements; escalates non-routine issues to supervisor.

Manages testing materials, records, and inventory by tracking supplies, organizing secure documents, maintaining filing systems, and ensuring proper retention or disposal in accordance with guidelines.

Provides day-to-day procedural guidance to staff during testing operations by assigning tasks and supporting staff by answering questions and reinforcing standard operating procedures.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Serves as a lead worker for other employees by providing day-to-day task guidance and technical support on assigned activities.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and one (1) year of related work experience.

PREFERRED QUALIFICATIONS

Bachelor's degree in a related field from a regionally accredited institution, and two (2) years of experience in standardized test administration, including the use of modern assessment tools, and customer service or student support.

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. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require some bending, stooping, crouching, and/or reaching. Physical demands are essentially those of sedentary work.

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 test documentation, participant records, and assessment tools.

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, students, and assigned groups.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; may require the use of algebraic principles and formulas.

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; perform under occasionally high levels of stress, imposed by deadlines, peak workloads, or human interaction.

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: 1996; **Revised:** 05/13/26