

<b>Pay Grid:</b>	<b>B2</b>
<b>Status / FLSA Status:</b>	Part Time / Nonexempt
<b>Classification:</b>	Academic Support
<b>Department:</b>	Learning Resources
<b>Reports to:</b>	Coordinator of the Assessment Center
<b>Work Location:</b>	Oglesby Campus, Ottawa Center and off-campus testing sites
<b>Hours of Work:</b>	Monday – Friday, 8 am – 4:30 pm; some afternoon/evening hours; hours may vary but not to exceed 29 hours per week; may be scheduled to assist with off campus testing sites and special testing events at the college

**POSITION SUMMARY:** Under the general supervision of the coordinator and according to division and/or College procedures and board policy, the Assessment Center Assistant performs duties related to the administration of exams including tasks such as: scheduling, testing and recording and reporting activities as they relate to the day-to-day operations of the Assessment Center all while providing excellent customer service.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Maintain communication with the Assessment Center Coordinator regarding test administration, facilities and scoring operations.
- B. Attend and complete all required training and certifications to administer exams.
- C. Ability to recall policy and procedures and maintain attention to detail.
- D. Ability to enforce policies and procedures.
- E. Able to consistently demonstrate high quality customer service.
- F. Able to detect nuances of improper conduct or misuse of test materials.
- G. Ability to provide test directions to groups of individuals
- H. Verify identity and eligibility of testing candidates.
- I. Know applicable local, state, and federal procedures and regulations for all testing administered.
- J. Maintain confidentiality and security of all testing and testing-related materials.
- K. Maintain a quiet and secure testing environment.
- L. Able to thrive in a busy environment and achieve positive outcomes.
- M. Organize and enter confidential testing data for placement testing.
- N. Assist in the Assessment Center office when needed.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- ❖ Prepare and assemble testing room and materials and reception area.
- ❖ Complete tasks at the conclusion of testing sessions.
- ❖ Resolve problems involving testers during the registration and testing period.
- ❖ Fulfill duties in Assessment Center due to the absence of other staff.
- ❖ Ability to work independently/responsibly and collaboratively with other Assessment Center personnel.
- ❖ Work independently and responsibly in the absence of supervision.
- ❖ Perform other duties as assigned by the Assessment Center Coordinator.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Bachelor's Degree in education, communication, business or an academic discipline is required.
2. Flexibility in scheduling and be able to work on as-needed basis Monday through Friday required.
3. Demonstrated ability to learn on the job and participate actively in development required.
4. Knowledge of basic desktop computer operations required.
5. Strong interpersonal skills and communication skills (verbal and written) required.
6. Ability to carry out oral and written instructions required.
7. Driver's license or dependable transportation for off-campus testing within IVCC District required.
8. Must not be involved in Adult Basic Education and/or High School Equivalency instruction required.

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.