

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, UNIVERSITY TESTING CENTER

Reports To: Designated Supervisor

UW Job Code: 4221

UW Job Family: 35 – Student Service Management Support

SOC Code: 25-9099

FLSA: Non-exempt

Pay Grade: 19

Date: 4-27-99 (revised 7-1-02; 2-20-03; 7-1-04; 11-7-19)

JOB PURPOSE:

Coordinate and supervise the test center to include the administration and scheduling of tests, test contract management, software troubleshooting and equipment ordering and assisting with designated budget planning and monitoring of expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct and supervise the administration of institutional, national, or specialized testing at the University Test Center including following test security protocol, making judgments on student dishonesty or unethical behavioral problems associated with testing, as directed; maintain related work records and scheduling annual testing dates per test company specification.
- Oversee test registration, review and enforce rules and regulations of the test center and the testing agent. Troubleshoot software issues, university closures, and individual test-taking situations.
- Interview, hire, train and schedule test proctors.
- Respond to questions and serve as liaison between the Advising, Career and Exploratory Students Center (ACES), test candidates, other University departments, schools, community organizations and National Test companies.
- Maintain inventory of test materials; order tests and schedule facilities; notify companies and candidates of location and time.
- Review budget recommendations with ACES Director, participate in the annual budget submission and monitor expenses of the Test Center.
- Arrange for special testing; administer and supervise scoring process and notify test candidates.

SUPPLEMENTAL FUNCTIONS:

- May attend meetings regarding the University Test Center.

COMPETENCIES:

- Developing Organizational Talent
- Integrity
- Technical/Professional Knowledge
- Influence
- Meeting Membership
- Attention to Detail

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Required testing procedures; security and check-in protocol, security set-up at each testing station and ability to discover student dishonesty or unethical behavior.
- Planning and scheduling techniques.
- Computer-based testing staff hiring procedures.
- Budgeting, cost-estimating, and fiscal management policies and processes.
- Test registration, rules enforcement, security protocols and applicable regulations governing testing center and testing agents.
- University rules, regulations and resources.
- Inventory control and ordering procedures.
- Special testing requirements, processes and procedures.
- Notification policies, processes, and procedures.

Skills and Abilities to:

- Supervise and train staff and students, including organizing, prioritizing, and scheduling work assignments.
- Manage and manipulate databases. Manage computerized testing systems, processes, and facilities, including hardware, software, and peripherals.
- Communicate effectively, both orally and in writing.
- Provide excellent customer service at times under pressure.
- Adhere to implement and enforce policies and procedures for the administration of standardized tests.
- Foster a cooperative work environment.
- Organize and coordinate various resources.
- Maintain confidential records and information.
- Maintain appropriate testing facilities and aids.

- Use personal computers and related software applications.
- Plan and implement programs.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop and maintain recordkeeping systems and procedures.
- Make administrative and procedural decisions.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.