

JOB INFORMATION

Effective Date	1/11/2023
Job Code:	4321
Job Title:	Testing Specialist I
Salary Grade/Structure:	150 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Testing Specialist is responsible for test administration and assisting in the coordination of the Testing Center activities and monitoring of all aspects of the daily testing sessions. Ensures test security and test score confidentiality.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree	Two years of college coursework.	Required	
Bachelor's Degree	Bachelor's Degree.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Test administration experience in a Test center.	Required	
Less than 3 yrs	Test administration experience in a professional test center, and higher educational testing.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	PearsonVue, ETS (GRE/TOEFL/CLEP/HiSET), Certiport, Kryterion, Scantron, Accuplacer, Mobius, SmartProctoring, ATI.	Upon Hire	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Proficiency with records management.	Basic
• Excellent communication and interpersonal skills.	Basic
• Analytical skills and attention-to-details.	Basic
• Ability to demonstrate integrity and fairness in all aspects of the position.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Administers placement and certification tests. Assists in the administration, implementation, evaluation, and revision of assessment/testing operations. Acquires and maintains operational knowledge base for all testing platforms, and participates in training activities as required. Monitors and assesses functions for effectiveness and efficiency, and communicates with the team regarding new developments or changes. Acts as a source of information to students, faculty and staff, and the public regarding assessment tests and placement policies, requirements, and procedures. Maintains constant and accurate communication with the team regarding testing operations. Maintains standards and policies for the confidentiality of test scores and materials. Monitors inventory levels of office and assessment supplies; orders, receives and maintains an adequate inventory of supplies. 	70%
<ul style="list-style-type: none"> Ensures accurate input of assessment/placement/test results and a variety of other data into appropriate databases; establishes and maintains records and files; initiates queries and generates reports for testing activities; analyzes data as requested; purges files as necessary; processes, records and files a variety of documents involving the administration of assessment/testing service 	20%
<ul style="list-style-type: none"> Monitors part-time student workers. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description