

## JOB DESCRIPTION

<b>JOB TITLE:</b> Assessment Coordinator	<b>FLSA:</b> Exempt
<b>Department</b>	<b>Date:</b> 9/20/2024
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b>	

### Job Summary

Oversees college-instructional programs. Works as a liaison with GC faculty, staff, and external community agencies to meet the needs of a variety of constituents by providing testing services and college readiness resources in compliance with GC policy and procedure, state, THECB, and federal regulations, and the requirements of contracted testing services.

### **Essential Functions**

- and being prepared to act should a health or safety emergency occur;
- Other duties as assigned.

### **Minimum Education, Skills and Ability**

- Bachelor's degree in student services, education, business, or a closely related field; Master's degree preferred;
- Relevant experience in a testing or assessment environment may be considered in lieu of an advanced degree;
- Familiarity with standardized testing services, such as CLEP, Accuplacer, ATI, and the ability to administer these tests in compliance with federal, state, and institutional guidelines;
- Knowledge of best practices in test security, ethical testing standards, and test administration procedures;
- Knowledge of generally accepted budgeting and staffing practices;
- Strong understanding of federal and state regulations, including ADA and THECB guidelines, and the ability to maintain compliance with institutional and external policies;
- Knowledge of standard office practices and procedures and in the use of personal computers and commonly used office software programs such as Word, Excel and Outlook;
- Ability to maintain cooperative working relationships;
- Demonstrated sensitivity to and respect for a diverse population;
- Ability to manage multiple deadlines and priorities;
- Excellent communication skills;
- Ability to work under pressure.

### **Work Environment**

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

### **Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of

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