Official Title: Testing Assistant
Salary Group: N/A
Part Time - $10.50/hour

Summary
Function: Provide professional assistance with test administration.
Scope: Includes all aspects of standardized testing for the university.

Duties
Essential: Schedules and administers standardized tests; responsible for making room reservations, keeps files on proctors; maintains test administration manuals, schedules proctors, and performs other related test administration duties; orders test materials in timely manner; become familiar with all tests administered at the Sul Ross Testing Center; monitors State/National tests given at Sul Ross; follow standards of test companies; ensure security of tests and testing materials; provide other testing services to Sul Ross students as needed. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision
Received: Works under the supervision of the Career Life Center Coordinator
Given: Supervise test proctors.

Education
Required: Bachelor’s degree
Preferred: Master’s degree in Education, Counseling, Psychology, or related field

Experience
Required: Familiarity with standardized testing.
Preferred: Previous experience administering standardized tests: SAT, ACT, TASP, GED, etc.; career counseling and/or career assessment experience.

Equipment/Skills
Required: Proficient with computer based programs; able to lift 20 pounds.
Preferred:

Working Conditions
Usual: Flexible hours, including some Saturdays. Position is Security Sensitive.
Special: Part-time position, 19 hours per week; no benefits.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2005