

The University of Texas at San Antonio

Job Description

Job Title: Testing Specialist
Code: 13108
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Testing Services/Student Affairs
Reports To: Director of Testing

Summary

- Function: To provide professional skills and abilities required in the administration and coordination of student testing programs.
- Scope: Responsible for assisting in the overall administration of testing programs and consulting with students and parents concerning the testing programs.

Duties

- Typical:
 1. Supervises and administers tests for non-students, current students and future students.
 2. Coordinates material needs to ensure fair, equal and secure testing environments. Confers with test administration personnel.
 3. Consults with prospective students and parents. Disseminates information concerning the various tests.
 4. Maintains test registration files and records of test scores. Assists in maintaining standards and policies for the confidentiality of test scores and materials.
 5. Analyzes data from test programs to confirm results and validate programs.
 6. Perform other duties as assigned.
- Periodic:
 1. Conducts research studies evaluating the effectiveness of testing programs for academic placement, credit and other purposes.

Education

Required	Preferred
Bachelor's Degree.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Two years of experience in a position requiring accuracy in detail oriented work.	N/A

Equipment

Required	Possible
Personal computers and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office and classroom conditions. Frequent Saturday work required.	N/A

Supervision

Received	Given
Specific and general instructions, and evaluation from supervisor and the director.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
