

# The University of Texas at San Antonio

## Job Description

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Job Title: Testing Technician  
Code: 13109  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Testing Services/University College  
Reports To: Director of Testing

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## Summary

- **Function:** To provide professional skills and abilities required in the administrations 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. Scores exams and surveys for faculty
  2. Consults with faculty regarding requested data reports
  3. Analyzes score output, checks for accuracy, confirms results and transfer data to the university's web-based file sharing space
  4. Trains faculty on processes
  5. Consults with technicians to ensure that the scanning software and hardware are maintained
  6. Performs other duties as assigned.
- **Periodic:**
  1. N/A

## Education

Required	Preferred
Graduated High School or completed GED	Associates Degree

## Other Requirements

Required	Preferred
Criminal Background Check (CBC)	Knowledge of programming languages.

	Experience with problem solving and communicating resolution to data errors.
	Experience working with faculty in a university setting.

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience in a position requiring accuracy in detail oriented work.	One year of experience working at UTSA in a testing center.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office and classroom conditions; frequent Saturday work required	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
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.
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***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.
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