

The University of Akron
Classification Specification

Job Title:	CBA & E Testing Assistant	Job Code:	T43383
Job Function:	Staff	Grade:	218
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	9/2012

Job Summary:

Coordinate operations, scheduling, and maintenance of the computer based testing lab. Ensure readiness of testing equipment, communicate repair and upgrade needs to the appropriate person. Administer test and generate reports for groups and individuals, university enrolled students, prospective students and job applicants. Consult with faculty in day-to-day operations and administration of tests. Responsible for hiring, training, scheduling and evaluating graduate students to monitor testing lab.

Essential Functions:

30% Coordinate operations, scheduling and maintenance of testing lab. Ensure readiness of testing equipment and communicates need for repairs or upgrades. Prepare testing station for disabled students when needed. Respond to questions regarding testing room policies and testing program procedures.

20% Prepare testing items for entry into test banks modify previously entered test questions. Assist with programming and entry of new testing and multimedia programs.

15% Hire, assign, train and direct graduate assistants and student assistants to monitor testing lab.

15% Register and maintain roster files, record and confidential information pertaining to student records and tests.

10% Perform programming and coordination duties for the testing lab of an elementary nature.

10% Consult with faculty in day to day operations and administration of tests and respond to requests for related reports and/or material. Manipulate queries to produce reports for students and instructors, generate statistical reports, provide testing results as required.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years of experience in a testing assessment environment, as well as supervision of student workers. Basic computer skills, submitting jobs, use of a word processor are essential. Strong communication skills, human relations skills and organizational skills are required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.