
Auburn University Job Description

Job Title:	Asst, Testing Services	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	DA10	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

Job Summary

Ensures the efficient and effective operations of the Biggio Center Testing Services by coordinating tasks for various test administrations.

Essential Functions

1. Coordinates, schedules and administers a variety of academic tests required by Auburn University and commercial tests for vendors or other university or college distance education programs.
2. Assists test-takers for the duration of the testing process to include check-in, computer start up, and assisting with any problem which may arise during the exam.
3. Maintains confidentiality of all client information.
4. Maintains familiarity with databases and testing software used by the university.
5. Troubleshoots, when necessary, test delivery issues including computer and server error, clients' non-compliance with test security regulations, and maintains irregularity reports.
6. Assists with the implementation of test security protocols at all locations, establishes and maintains test files, and assists in the preparation of databases and records.
7. Serves as a certified testing administrator, adhering to proctoring requirements, incident handling and reporting.
8. May provide clerical support functions; such as test registration activities, copying, running reports, faxing, and mail distribution.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in clerical, customer service, academic or commercial testing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/29/2016
