

ASSESSMENT CENTER TECHNICIAN

DEFINITION

To assist with testing, research and analytical studies required to enhance the efficiency of assessment for placement and counseling purposes; to work in cooperation with certificated staff in giving tests, collecting, processing and retrieving test data.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Matriculation Coordinator or a supervisor or manager of the matriculation process at a college.

May exercise technical or functional supervision over hourly classified and student employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Assist in the conduct of written, interest/personality, work sample and other tests used in the matriculation assessment process.

Assist in research on effectiveness of individual placement instruments.

Coordinate and monitor all assessment operations in the testing room, including assigning work to clerical staff.

Coordinate and gather data for research purposes.

Verify scores for placement purposes.

Coordinate the score verification process and referral process used in forwarding assessment results to certificated staff.

Process test results using "SCAN-TRON" or data processing equipment programmed for that purpose.

Order supplies and assessment instruments and keep appropriate inventories.

Maintain files of catalogs and suppliers of tests.

Consult with faculty and students concerning assessment instruments and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

General principles of records management and testing.
General office management procedures.

(Over)

MINIMUM QUALIFICATIONS CONTINUEDSkill to:

Operate a microcomputer for text editing, file maintenance, and for using standard programs analyze data.

Assemble and analyze data.

Assemble test materials, select tests appropriate to testing need, and perform test analysis.

Communicate clearly and concisely, both orally and in writing.

Communicate assessment procedures effectively to groups and individuals from various socio-economic backgrounds.

Direct individuals and groups in a testing situation.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience with assessment/placement procedures and testing instruments.

Training:

Equivalent to completion of an Associate degree program from an accredited college.