



Position Title:	Staff Associate Senior	Job Code:	3602
Reports To:	Director	Job Group:	PENC
Department:	Testing	Salary Grade:	13
Prepared By/Date:	Carol Flynn 11-2004	FLSA Status:	Exempt
Approved By/Date:	Juan Carlos Meza/01/07/2011		
Revised:	Martha Arrieta/01/10/2011		

Summary:

The Staff Associate Senior is responsible for administering different internal and external exams, monitoring computerized testing labs to ensure their daily operation and supporting other testing services on and off campus.

Essential Duties and Responsibilities:

- Assumes supervisory responsibility for the Department in the absence of the Director
- Makes recommendations for hiring part-time
- Coordinates the administration of several state and national exams
- Provides schedules, training and supervision to part-time staff and test proctors
- Coordinates special testing conditions for students from ACCESS services
- Maintains the security and integrity of test materials
- Monitors the technical component of the computer labs to ensure their daily operation, including software and equipment connections
- Coordinates the administration of specialized computer tests
- Complies statistical reports
- Scores various academic, career and vocational exams
- Prepares budget projections
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals, and objectives, policies and procedures.
- Knowledge of the principles of office management and practices.
- Excellent communication (verbal and written) and organizational skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, assign and supervise work of subordinates.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and three (3) years of related experience and one (1) year of supervisory experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name