



Position Title: Part-Time Examiner

Job Code: 8316

Reports To: Director of Testing

Grade: H9

FLSA: Exempt

Job Description:

The Part-Time Examiner is responsible for the administration, scoring, and interpretation of a large variety of placement and admission examinations.

Duties & Responsibilities:

- Administers and troubleshoots computer based exams
- Interprets and implements complex testing policies and procedures
- Prepares logistical paperwork for the administration of tests
- Ensures the security of assessment instruments
- Scores and reports test results to students and faculty
- Resolves student issues related to testing
- Disseminates information about tests and services provided by the department
- Enters and retrieves test records
- Processes scores received from other institutions as per established procedures
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate degree from a regionally accredited institution or two (2) years of relevant testing experience
- Strong communication and analytical skills desired

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name