



**Position Title:** Part-Time Testing Support Specialist

**Job Code:** 8349

**Grade:** CT

**Reports To:** Director of Test Administration and Program Evaluation or the Director of Testing **FLSA:** Non-Exempt

**Job Description:**

The Part-Time Testing Support Specialist provides specialized support for various testing procedures and programs. This is skilled testing work that requires the use of College applications and computer information systems. The Testing Support Specialist is expected to operate within various testing rules, regulations, policies and procedures set forth by Miami Dade College and the State of Florida.

**Duties & Responsibilities:**

- Interprets and implements complex testing policies and procedures
- Edits tables, graphs or text data in multiple formats
- Conducts multiple data entry of students' score reports and other testing information including student's CLAS status
- Collaborates with staff to ensure timely completion of projects and assignments
- Assesses portals and files related to assessment, program review, and continuous improvement
- Ensures the security of all assessment instruments
- Assists with the maintenance of various web pages' layout and content
- Operates scanner and converts confidential documents into electronic format
- Maintains and assists department in using comprehensive databases
- Archives documents in designated share drives
- Resolves student issues related to testing
- Offers support during the administration of feedback related administrations
- Assists in the training of other part time staff and proctors
- Scores and reports test and survey results
- Disseminates information about tests and services provided by the department
- Provides testing support services off campus, as necessary
- Processes scores received from other institutions, as per established procedures
- Operates within standard practices and procedures of the department
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree and two (2) years of experience in testing and/or office-related testing work
- Strong computer skills including Microsoft SharePoint, Excel, Access, Outlook, PowerPoint, Word and Dreamweaver.
- Must know how to create, edit and format Adobe PDF files and HTML type files.
- Ability to handle and organize multiple projects.
- Attention to detail

- Excellent oral and written communication skills.
- Outstanding customer services skills

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name