



**Position Title:** Part-Time Works Skills Assessment Coordinator

**Job Code:** 8349

**Reports To:** Director, Career Services

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Work Skills Assessment Coordinator is responsible for coordinating the KeyTrain for WorkKeys KT/ WK program.

**Duties & Responsibilities:**

- Creates student/faculty user accounts for the KeyTrain/ WorkKeys program
- Provides program orientation to students and faculty and support as needed
- Advises students and provides additional support as needed
- Assigns and evaluates instructional lessons
- Reports student utilization and achievement by program
- Monitors utilization and achievement
- Creates and maintains student database
- Serves as a resource to administrators, faculty and staff users
- Coordinates training sessions
- Ensures the proper functioning of the KeyTrain/ WorkKeys program
- Maintains contact with KeyTrain/ WorkKeys associates
- Assists in performing the clerical functions required by program operations
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate degree and two (2) years experience and knowledge of using computer testing software applications
- Ability to train faculty and students in using computer testing software applications
- Proficient in Microsoft Office
- Must be able to communicate effectively
- Willingness to attend program training sessions when needed
- Self-motivated with problem-solving skills

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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