Job Description

Job Title: Academic Testing Coordinator
Job ID: 14494
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Testing Center at Hostos Community College is committed to providing excellent customer service to our students, faculty and community, while ensuring the integrity of testing in a secure environment. Tests are administered to students who are seeking to further their education, enter the workforce, or advance their current careers. Two types of tests are conducted: placement tests for incoming freshmen and exit tests from students completing remediation or workshops.

In addition to the overview duties, the selected candidate will perform the following:
- Enters confidential student information into computerized systems.
- Administers and tracks exams.
- Assists with testing reports such as exit testing, special programs and workshops.
- Maintains and updates testing website, online scheduling systems, brochures and flyers.
- Coordinates evening and weekend testing services.
- Supervises administrative staff and front desk operations.

The successful candidate is also required to work evening and weekend hours.

QUALIFICATIONS

Bachelor's degree required.

CUNY TITLE OVERVIEW

Provides administrative support related to a College's academic testing function.

- Participates in the planning, scheduling and administration of a variety of academic tests required by CUNY and/or the College
- Assists with the implementation of test security protocols; arranges for the prompt scoring of all administered tests
- Establishes and maintains test files, databases and records; prepares activity reports and analyses
- Serves as office technology liaison with other campus offices to facilitate testing operations
- Recruits and trains test proctors
- May prepare, distribute, collect and scan student faculty evaluations
- May supervise part-time and clerical staff and/or monitor department budget
- Performs related duties as assigned.

Job Title Name: Academic Testing Coordinator
CUNY TITLE
Assistant to HEO

FLSA
Non-exempt

COMPENSATION AND BENEFITS

$35,576 - $41,623; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

April 16, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.