INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Testing Facilitator

LOCATION: All Campuses

SUPERVISOR: Steven Daniello, Instructor/Assessment Services Manager
             Anthony J. Iacono, Ph.D., Associate Dean of Developmental Education

VICE PRESIDENT: Henri Sue Bynum, Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Part-Time Support

CLASS: N/A

SUPERVISORY: No

FUNDING: Fund I

FLSA STATUS: Non Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:
• A.A./A.S. degree required and/or an equal number of years of directly related proven work experience;
• Proven experience and proficiency with Microsoft Office and Windows based applications;
• Previous testing responsibilities preferred;
• Excellent human relations and interpersonal skills;
• Communication skills – both verbal and written;
• The ability to maintain strict accuracy and be detail oriented;
• Ability to deal with confidential reports;
• Must be student oriented;
• The ability to deal with all types of individuals via telephone and in-person is extremely important;
• **Must complete level 2 FDLE/FBI fingerprint clearance as part of the hiring process if selected.**
• B.A./B.S. degree from an accredited institution in any subject preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:
• Administering exams;
• Providing academic assistance;
• Assisting Outreach Specialists with daily responsibilities in Assessment Centers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Administering exams;
2. Tracking distance learning exams;
3. Completing data entry;
4. Notifying students of placement results;
5. Interacting with student, IRSC staff members and faculty members;
6. Providing academic assistance;
7. Employees will be based on one of five IRSC Campuses but **must** be flexible and willing to travel to alternate IRSC Campuses.
8. Other duties and responsibilities as assigned.
ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  __________________________________  ____________
Applicant/Employee Printed Name   Applicant/Employee Signature   Date