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Position#: ... (PSA) (E)
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Reviewed by:.....DLJ
Approved by:..... LK
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University of Rhode Island
Position Description

TITLE: Assistant Director, Testing Center
DIVISION: Academic Affairs, Office of the Provost
REPORTS TO: Director, Office for the Advancement of Teaching and Learning
GRADE: 11
SUPERVISES: Coordinator, Support staff, proctors

BASIC FUNCTION:

Reporting to the Director of the Office for the Advancement of Teaching and Learning, manage the Academic Testing Center (ATC) to meet the testing needs of 1) students with excused absences; 2) student-athletes with excused class absences due to competition; 3) students whose accommodation letters allow extra time for testing, testing in a distraction free environment, and the use of assistive technology during testing. Manage strategic planning and budgeting for the ATC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide long-term strategic planning for the Academic Testing Center.

Supervise the annual and day-to-day operations of the Academic Testing Center including planning, budgeting, and scheduling.

Hire, schedule, train, and supervise proctors as necessary. Provide ongoing professional development to ensure that proctors are knowledgeable and proficient in best practices for working with students in a higher education testing environment.

Develop, evaluate, and revise policies for the ATC including policies on scheduling, student identification, proctoring, video surveillance, annual testing calendar, academic integrity, and other policies as necessary to ensure that the ATC is following best practices for Testing Centers (NCTA).

Work with Disabilities Services to ensure that the testing center's accommodations and physical layout are appropriate, and to develop a system to refer students to disability services when they cannot be accommodated at the testing center.

Collaborate with faculty to develop policies and procedures regarding all aspects of academic integrity in the testing center including but not limited to surveillance of students during exams, reporting of violations to faculty, consequences of violations, and best practices for supporting students in the event of a violation.

Work with the appropriate academic and student affairs departments to support a University climate of academic integrity.

Collect data on the use and effectiveness of the center and make recommendations for any changes to the center's policies, procedures, technology, or physical set up. Prepare an annual report as part of ATL's annual report.

Deploy Register Blast and other appropriate software to automate processes such as student scheduling for exams, faculty registering exams, data tracking and other essential functions. Work with technology providers to suggest improvements.

Establish and maintain relationships with URI departments such as athletics and academic departments that are heavy users of the ATC.

Maintain memberships in professional testing organizations such as NCTA and attend appropriate workshops and conferences.

Make written or oral reports as requested.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENCES, TOOLS AND EQUIPMENT:

Personal computers; word processing, spreadsheet, and data base software; software to develop web pages, web-based forms, and surveys; scheduling software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years' experience working with students and faculty in testing, disability services, or, other academic support services, in a college or university setting; Demonstrated experience developing and writing policies and procedures for settings such as a testing center; Demonstrated experience in strategic planning and budgeting; Demonstrated supervisory experience; Demonstrated experience working with adults with disabilities; Demonstrated experience with web-development, survey-development and/or form-development software; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Do you have demonstrated computer experience (i.e., Word, spreadsheet, and data base software)? ; and, Demonstrated experience and dedication to integrating issues of inclusion, diversity, equity and social justice in your work.

PREFERRED: Demonstrated experience in promoting and delivering testing and assessment support services for faculty and staff; Demonstrated experience with assistive technologies in a classroom/testing environment; Demonstrated experience with promoting and supporting academic integrity in a college/university; and, Demonstrated experience with scheduling software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.