

Class Code:.....1242
Position#:(PSA) ... (E)
Developed by: D Goldsmith
Reviewed by:.....DLJ
Approved by:.....
Date: 06/17

**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: 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) athletes with excused absences; 3) Students whose accommodation letters allow extra time for testing; and, 4) students whose accommodation letters allow for testing in a distraction free environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the day to day operations of the Academic Testing Center including establishing a testing calendar including special testing calendars for final and midterm periods if necessary.

Hire, schedule, train, and supervise proctors as necessary

Develop, evaluate, and revise policies for the ATC including policies on scheduling, student identification, proctoring, video surveillance, academic dishonesty, and other policies as necessary.

Make recommendations for appropriate software and other technologies to be deployed at the ATC for scheduling and other purposes.

Ensure all policies and procedures including security and identification are followed by all staff.

Following the appropriate procedures, report instances of academic dishonesty to the appropriate professor.

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.

Design, evaluate, and revise necessary web pages and web-based forms for faculty and students including forms that ensure students with disabilities are requesting accommodations which have been approved by Disability Services.

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

Develop and implement a marketing campaign to ensure faculty and staff are aware of the ATC.

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 in testing disability services, or, other academic support services, in a college or university setting; Demonstrated experience in developing and writing policies and procedures for settings such as a testing center; Demonstrated ability to hire and train testing proctors; Demonstrated supervisory experience; Demonstrated experience in marketing services to faculty and university staff; Demonstrated experience serving individuals with disabilities; Demonstrated experience with web-development, survey-development and form-development software; Demonstrated experience with scheduling software; Demonstrated organizational skills; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated ability to work independently; Demonstrated experience using word processing, spreadsheet, and data base software; and, Demonstrated ability to work with diverse groups/populations.

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