

Class Code:1283
Position #: (NUNC) (NE)
Developed by:.....DG
Reviewed by:DLJ
Approved by:.....LK
Date:03/18

University of Rhode Island
Position Description

TITLE: Coordinator, Academic Testing Center (ATC)

DIVISION: Provost (Academic Testing Center)

REPORTS TO: Assistant Director, Academic Testing Center

GRADE: 7

SUPERVISES: Proctors, support staff

BASIC FUNCTION:

Reporting to the Assistant Director of the Academic Testing Center (ATC) and the Director of the Office for the Advancement of Teaching and Learning, work in conjunction with the Assistant Director to oversee daily operations of the ATC. Responsible for administrative duties, such as, preparing for daily testing sessions, checking in students for testing sessions, supervising the proctoring staff, proctoring exams, responding to faculty and student questions, and reporting any issues to the Assistant Director. Oversee the daily operations of the ATC, including supervising proctors during scheduled and unscheduled absences of the Assistant Director. The ATC will have both day and evening hours. The position requires evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review instructor-testing requests, flag issues and follow up with faculty.

Prepare for testing sessions by printing and collating materials for student exams.

Check in students for testing sessions.

Proctor exams: observe students to ensure academic integrity. In cases of misconduct, address student, complete incident report, and alert faculty.

Monitor video surveillance of testing center during exam sessions.

Facilitate smooth operation of Center and high-level service through timely and appropriate phone call and email correspondence.

Assist Faculty who come to ATC to pick up completed exams.

Maintain student privacy.

Assist Assistant Director with office administrative duties such as ordering supplies, scheduling, etc.

In absence of Assistant Director, oversee daily operations of Testing Center including supervision of proctors.

Due to nature of structured testing schedule, emphasis on dependability and timeliness.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers; word processing, spreadsheet, and database software; web-based forms, surveys, and applications (such as Google apps.)

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with a minimum of two years' experience in education OR a Master's degree; Demonstrated ability to manage instances of academic misconduct; Demonstrated understanding of testing protocols; Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience working independently; Demonstrated experience in using web-based applications (such as Google apps); Demonstrated supervisory experience; Demonstrated attention to detail and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Demonstrated experience working with individuals with disabilities.

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