ANNOUNCEMENT OF POSITION VACANCY
National Testing Programs Administrator - Part-time

SUMMARY: Reporting to the Coordinator of Testing Services, the National Testing Programs Test Administrator provides support to the Colorado Mesa University Testing Center in the administration of the national testing program exams such as ACT, SAT, PLACE, MPRE, LSAT, and any other national testing program exam approved by the Coordinator of Testing Services by following established testing procedures consistent with acceptable and required testing standards. Working weekends is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Maintains professional test administration certifications and/or training required to administer various testing programs in order to provide support to all national testing programs.
- Administers and monitors exams for candidates taking national testing programs exams.
- Supervises Proctors and Room Coordinators on the exam days.
- Assists Coordinator in exam day preparations, such as recruiting and training proctors, scheduling rooms, preparing exam materials for exam day, and submitting the Proctors’ and Room Coordinators’ pay requests.
- Works independently during weekend exam administrations.
- Ensures and maintains security of files, documents, test materials, and equipment, as well as all other confidential and sensitive information obtained for testing purposes.
- Provides support to established test administration and maintains established procedures for servicing all national testing programs administered by Colorado Mesa University.

EDUCATION and/or EXPERIENCE
Required:
- Bachelor’s degree (B.A. or B.S.) from an accredited institution in related field
- Strong interpersonal skills, sound judgment, and the ability to work independently as well as be a team player
- Ability to utilize PC hardware and operating systems. Proficiency in use of Windows operating systems.

Preferred:
- Supervisory experience
- Experience with Excel, Word, and Access

TYPE OF APPOINTMENT: Part-time administrative appointment

SALARY: $18.00/hour

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by July 15, 2016.
APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

National Testing Programs Administrator Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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