Position Title: **Student Affairs Coordinator for Activities and Testing Center**

Reports To: Director for Student Affairs

Department: Student Affairs

Classification/ FLSA Status: Level II (Full-time/Non-Exempt)

Primary Function: To serve as the campus testing center coordinator for students who have academic accommodations. This position will process all tests request, communicate with faculty all testing needs, maintain the testing schedule and proctor quarterly tests for students who have academic testing accommodations. This position will also have oversight of developing, coordinating, and assisting with special events conducted by student affairs throughout the quarter which includes orientation, graduation, welcome back, OWSS, campus collaborations, etc.

Key Responsibilities:

1. Administer and proctor tests
   a. Proficiency with iPad testing technology and participate in ongoing training of e-testing to better meet the needs of our students and their various testing requirements.
   b. In conjunction with the director of student affairs, establish a schedule for proctored tests based upon student requests
   c. Communicate and work with faculty regarding student accommodations including test preparation and setup.
   d. Participate in the intake process of newly accommodated students.
   e. Document daily activities regarding the test center
   f. Work closely with CITL to maintain knowledge of iPad functions along with other campus programs that are used for teaching and testing.
   g. Administer tests for students in conjunction with the student affairs office assistant
   h. Ensures that proper testing procedures are followed
   i. Explains testing procedures to test takers
   j. Monitors test takers and provides assistance when necessary, including, connecting with the instructor if the student has a test question
   k. Primary proctor for all accommodated final exams

2. Collects, organizes, and reports testing data
    a. Enters and organizes daily testing data to report numbers of testers, types of tests, and other pertinent testing data
    b. Prepares monthly testing data summary reports for the department as needed

3. Develop and coordinate student events and activities
    a. In conjunction with the student affairs office assistant, develop and coordinate new student events that support student life
    b. Assist with coordinating and conducting existing department events including, but not limited to orientation, graduation, welcome back, student recognition programs, Lyceum/homecoming, etc.
    c. Participate in the College Town Consortium when needed

4. Other Duties
    a. Oversight of department college work study students.
    b. Oversight of campus locker rentals(collaboration with the student affairs office assistant)
    c. Oversight of printing ID badges for students
    d. Inventory- testing supplies and orientation supplies (collaboration with the student affairs office assistant)
    e. Oversee the development and maintenance of the community resource guide for the campus community (collaboration with the student affairs office assistant)
    f. Oversee online classifieds and housing advertisements (collaboration with the student affairs office assistant)
    g. Participate in training sessions which advances professional development to include ADA/disability training
    h. To assume such other duties as assigned by the VP for student affairs and/or director for student affairs and to lend support to the department as needed
    i. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel
    j. Be available and participate in graduation weekend activities, the annual Lyceum program, career days, College Town events, etc.
    k. Flexibility to arrive as early as 7:30am or remain as late as 5:15pm when needed (would be known in advance)
    l. Commitment to the mission of Sherman College and support of the Sherman Chiropractor in any way correlated to the position

Basic Knowledge and Skills:

1. Bachelor's Degree
2. Two years' experience in providing customer service/working with the public
3. Administrative experience and computer knowledge; or any combination of experience and training which provides the required knowledge, skills, and abilities
4. Must be highly organized and able to develop office organization methods as needed.
5. Ability to meet timelines consistently and accurately.
6. Ability to learn a variety of campus and department software
7. Proficient in Microsoft Office applications

8. Ability to embrace and quickly learn new technologies
9. Ability to work independently and as a team
10. Ability to establish good working relationships with staff, faculty and students
11. Ability to work with stressful situations and contribute positively to the resolution of the situation
12. Ability to adapt to expected and unexpected needed changes in the work environment quickly
13. Ability to multi-task while giving attention to detail
14. Ability to organize and prioritize work and test requests and to complete tasks in a timely manner with minimal supervision
15. Ability to make appropriate decisions independently
16. Ability to work appropriately with confidential student information
17. Ability to work outside of business hours including weekends on occasion for special events such as graduation, special student programs, etc
18. Ability to develop, coordinate and oversee scheduled campus student activity events for student enrichment.

Preferred Knowledge and Skills:

1. Experience working in higher education or an education institution
2. Experience with iPad testing technology
3. Prior experience as a test proctor or activity/event planner
4. Knowledge of Chiropractic
5. Experience with disability services and education or ADA regulations and guidelines
6. Experience working in special education

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk/stand; sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____