

JOB DESCRIPTION:	Testing Administrator		
DEPARTMENT:	Academic Affairs – Academic Computing		
REPORT TO:	Academic Computing Manager/Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	400120	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	25-MAY-2025

SUMMARY: Provides testing accommodations and proctoring for various testing companies related to WNMU.

DUTIES:

1. Responsible for the administration of the General Educational Development (GED) test.
2. Trains and oversees examiners as needed.
3. Responsible for overall operation of the test administration for ACT, SAT, PRAXIS, CLEP, Accuplacer, and NBCC.
4. Responsible for assisting testing duties for WNMU.
5. Responsible for College Level Examination Program (CLEP) Accuplacer testing including but not limited to organizing with students and IT department to schedule and administer the test.
6. Responsible for guiding, training, and directing test proctors.
7. Troubleshoots technical issues with testing vendors.
8. Maintains contact with testing vendors relating to ordering testing units, testing regulations, and scheduling.
9. Maintains communication with high school counselors to promote WNMU.
10. Creates and maintains testing schedule and updates online calendar.
11. Responsible for entering Accuplacer and CLEP scores into Banner.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED required. Technical certificate, specific coursework or training in computer related field may substitute for six months experience. Experience equivalent to 2 years of directly related to the duties and responsibilities required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to troubleshoot computer related problems and to coordinate hardware and/or software updates. Skill in the use of Microsoft Windows, Microsoft Office Suite, Mac OS, Banner, Canvas, and various education-based software. Ability to perform preventative maintenance on office equipment. Ability to document work process. Ability to train students, staff, and faculty regarding computer related issues as assigned. Ability to communicate effectively and courteously orally and in writing. Ability to communicate technical guidance and instruction to users on the use of PC applications and systems. Ability to prioritize tasks by degree and need. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students, outside vendors,

contractors, service providers and legal agencies. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community.

3. **Working Conditions/Physical Demands (With or Without Accommodations):** Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)