



Job Description

Job Title: Coordinator-Testing Center

JTC: CCU

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Supports the organization by performing administrative duties related to planning, directing, and coordinating the operational activities of the assigned organization and working on assigned projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some responsibilities may include performing administrative duties, maintaining databases, creating reports, assist management and colleagues perform assignments, maintain and provide direction in the office, and completion of special projects and/or events, and other assignments as requested.

Understand the short and long term goals of the organization and has the related knowledge to fulfill these goals successfully, following District policies and procedures. Networks with other coordinators, institutions, and departments to share information and gain knowledge to help improve the process and procedures.

Build solid relationships interacting with colleagues, external entities, and personnel to fulfill the vision and mission of the organization. Serves as a primary point of contact and liaison with other offices, individuals, and external institutions and agencies on a range of specific issues and coordinates and facilitates meetings. The ability to analyze plans and able to identify mistakes and inefficiencies and provide solutions.

Monitors and coordinates the budget as appropriate and prepares internal reports for management as requested. Assist with project development, planning and implementation. Excellent time management skills, able to prioritize, and has solid organizational skills to complete assignments, projects and tasks on time.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques, interacting with diverse audiences. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree with two (2) years of work-related experience. Official transcripts required when applicable. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee the daily operations of the college testing center to ensure the center is following policies and procedures and meets the goals and expectations of the organization. Coordinate and lead the staff and ensure resources are provided to meet needs assessment, instructional and external testing required by state and federal agencies.

Manages database input, test results and provides reports and analysis as requested. Assess equipment and provides recommendation for purchases as required and trouble shoots minor equipment problems. Provides training to team through appropriate training sessions related to computer hardware and software and provides updates in policies and guidelines.

Collaborates with other organizations regarding testing processes and standards to ensure consistency across the District. Gathers data from pilot test programs, analyzes the data and presents results from the testing programs.

Create and generate reports, proposals and recommendations related to departmental functions. Provide leadership and guidance to team and keeps abreast of any changes related to departmental procedures. Ensure staffing and scheduling is adequate to maintain high standards of security, integrity, and technology throughout the testing program.

Uses appropriate tools to communicate with staff and other departments and make presentation to large groups effectively. Communicate district policies and procedures to a diverse audience to ensure a complete understanding of the rules and regulations of the District.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.