

Coordinator of Testing and Academic Success

Position This position is a full-time, twelve-month appointment and reports to the
Description: Dean of the Academic and Career Enrichment Center. The Coordinator of Testing and Academic Success oversees the College Testing program, the Accuplacer Test Prep Program, and Tutoring Program by providing a secure environment that conforms to all applicable legal requirements. The Coordinator of Testing and Academic Success is responsible for the data collection, design, delivery, fairness, and integrity of the testing, test prep, and tutoring process providing an atmosphere which enables the student to perform to the best of his/her ability. Duties also include administration of course and or certification assessments and assistance with recruitment at college fairs, and other recruitment-related activities or events.

Qualifications:

- Bachelors required
- Knowledge of the Accuplacer and Testing Center daily procedures
- Prior experience preferred in working with tutoring programs
- Demonstrated ability to communicate effectively with students, faculty, and staff
- Excellent organizational and interpersonal skills
- Strong computer skills, demonstrated knowledge of data collection and data analysis, general office procedures, and direct student relations experience is essential
- A positive, enthusiastic personality, and a team player
- A willingness to take the initiative as needed

Responsibilities:

- Assists in the development, training, implementation, and assessment of a comprehensive *academic success program*, which includes *tutoring and the Accuplacer Test Prep*
- Provides training and oversight of the test-prep program and part-time study leaders/tutors
- Assists with monthly budget reconciliation and reports
- Responsible for data collection and analysis related to testing, tutoring, and test prep, including pre-test scores, post-test scores, student usage, and associated reports as required

- Oversees the day-to-day operations of the Testing and Academic Success Program. Works with the Dean of the Academic and Career Enrichment Center to develop and update services, policies and procedures in response to changing demands.
- Schedules and publicizes services, communicates program policies/procedures to campus and community and maintains integrity of the testing, test prep, and tutoring environment.
- Works directly with students, faculty/staff, partner institutions, local secondary schools, and community agencies in providing training, and computer based testing services including, but not limited to, ACCUPLACER, CLEP, PAX-PN, PAX-RN, etc.
- Maintains/arranges adequate physical facilities suitable to the requirements of the testing, test prep, and tutoring program.
- Maintains testing and academic program statistics including number of people tested, number of tests given and types of tests. Prepares monthly and annual reports and makes recommendations concerning programming implications.
- Meets, trains, and consults with staff at off campus ANC Testing Centers to coordinate general testing services and operations.
- Represents the Testing Center at appropriate meetings; represents ANC at off-campus meetings as they relate to testing, tutoring, and test prep services.
- Assists area high schools with training, site set up, and information for computerized placement testing. Communicates with high schools and other testing locations regarding changes in placement rules and issues that may arise regarding placement testing.
- Provides special proctor services for other departments, outside certification agencies or other colleges and universities. Follows guidelines for maintaining general test security. Follows any special instructions particular to individual test situations and forwards the results as required.
- Engages in professional development activities, to maintain knowledge and awareness of effective testing and academic success practices, and to maintain certification status.
- Organizes, maintains and tracks budget for testing and academic success services. Assures program is equipped with materials and resources necessary for services. Initiates all purchasing of supplies and materials related to the programs. Carries out billing procedures of external agencies, when appropriate.
- Maintains an on-line test request/scheduling system.
- Develops an annual testing schedule for each academic year.
- Maintains direct contact with test company personnel regarding test acquisition, test policies and processes, and test updates.
- Assumes other responsibilities and tasks as assigned by the Dean of the Academic and Career Enrichment Center

Salary: Salary commensurate with education and experience as defined on the Non-Classified Placement Schedule. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To apply, send completed ANC application, letter of interest, resume, references, and transcripts/certifications to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email thampton@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: July 1, 2021

ANC is an affirmative action, equal opportunity employer.