



Position Announcement May 2024

Position:	Testing Specialist
Employment Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins
Work Schedule:	40 hours week / 12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following June 6, 2024 based on candidate(s) selection.

Job Summary:

The Testing Specialist is responsible for providing testing and testing services for customers, to include military and veteran customers/students and other clients. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position will require travel within the college's service area and other travel within the State of Georgia.

Major responsibilities may include, but are not limited to the following:

- Proctors various academic, distance learning, exemption and nationally recognized college exams to ensure test security
- Creates and maintains Assessment Databases
- Data entry of student's scores into appropriate student database system
- Maintains appropriate test administrator certifications
- Oversees exam software installations, maintenance and upgrades
- Registers students for academic based exams
- Monitors daily exam schedule
- Maintains exam files
- Prepares and sends correspondence to other colleges, instructors and testing agents
- Communicates exam scores to students
- Advisement of students on test scores, next steps and registration
- Creates site, incident and irregularity reports
- Develops Assessment Training materials
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Job Competencies:

- Knowledge of various Assessments and other allowable materials

- Knowledge of Prometric Administrator station and testing workstations
- Knowledge of Pearson Vue Administrator station and testing workstations
- Knowledge of CLEP Servicer, Administrator station and testing workstations
- Knowledge of DSST Internet Based Testing
- Knowledge of Accuplacer Internet Based Testing
- Oral and written communication skills
- Organizational skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to provide instruction to others on use of equipment or processes
- Ability to work independently and collaboratively with others in a team
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Associate's degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Earned Bachelor's degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education

Projected Work Hours/Location:

This position generally works normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. The actual hours will be determined by the assigned location. Additional hours or a flexible schedule to include evening and weekend hours will be required as needed. This position will report to the Warner Robins campus may provide services to any of the CGTC locations. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

Annual gross salary range of \$37,200 (Associate) to \$40,200 (Bachelor); actual annual gross will be determined by the candidate's highest qualifying degree as based on meeting the published minimum and preferred qualifications. This is a fulltime position scheduled to work year-round at 40 hours per week. This position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.