

Manager of Academic Computing Centers and Testing Services

FUNCTIONAL RESPONSIBILITIES:

1. Oversees all day-to-day operations of the Testing Service and ACC. Maintains schedules to guarantee staffing needs are met for the Testing Service and ACC.
2. Develops and updates services, policies and procedures in response to changing demands.
3. Trains, mentors, schedules and directs the work of Testing Service and ACC staff, including hiring and supervision of work-study personnel. Provides input to the supervisor concerning full- and part-time employee performance for evaluation purposes.
4. Maintains security of tests and materials by routinely keeping inventory of materials, reviewing procedures for security, insuring secure storage and returning all test booklets and related materials to appropriate testing companies.
5. Maintains Testing Service statistics including numbers of people tested, number of tests given and type of tests. Prepares monthly and annual reports and makes recommendations to the supervisor concerning staffing and programming implications.
6. Works with staff to coordinate details for compass placement testing, including high school dual enrollment program, all college campuses, and sites as needed.
7. Communicates with ACT/Compass ESL personnel for the college on technical issues, purchase units, license renewal, Asset purchases, attend conferences and meetings for update information on program from ACT, Inc.
8. Assists area high schools with training and site set up information for computerized placement testing. Communicates with high schools regarding changes in placement rules and issues that may arise regarding placement testing.
9. Proctors High-Tech tests, i.e. Pearson VUE exams.
10. Oversees the coordination of GED tests.
11. Assists with the development and maintenance of Website info, students' usage, and center documents, including procedures, standards, user guides, and training materials.
12. Maintains hardware and software in the labs with the assistance of IT staff.
13. Resolves, documents, tracks and/or monitors problems to ensure that all requests for assistance are dealt with in a timely manner.
14. Coordinates technology training/workshops for faculty and staff, such as MS office