

Specialist, Business Assessment
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251589>

Downloaded On: Jan. 15, 2025 8:08am

Posted Jan. 14, 2025, set to expire Nov. 29, 2025

Job Title	Specialist, Business Assessment
Department	Business
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
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Job Description	

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Specialist, Business Assessment

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Business Assessment

Job Description Summary:

To provide administrative support, administer/proctor exams, conduct daily activities for the Business Assessment Testing Center and Academic/Assessment Testing Center, and coordinate daily testing activities.

Job Description:

Description of Duties and Tasks

- 1) Provides proctoring services including obtaining exam materials, administering and monitoring exams, including computer-based exams, exam delivery, and ensuring secure storage of exam materials.
- 2) Provides information to students, community members, and agents of other education institutions regarding Test Center services; responds to testing inquiries; schedules exam appointments; coordinates with instructors to receive, administer, and return exams; contacts students when exams

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are received.

- 3) Assists with inventory and irregularity reports, packaging of completed exams, maintaining exam supply inventory, scanning/scoring of computer exams, and delivery of score reports to clients.
- 4) Coordinates with Business Testing Coordinator regarding Center operations including policies and procedures; provides updates regarding projects; writes and edits correspondence.
- 5) Organizes and maintains files for proctored exams and standardized exam group administrations.
- 6) Receives, sorts, and distributes office mail; maintains mail supplies; prepares air bills and other outgoing mail.
- 7) Maintains supplies of testing forms for various exams; monitors supplies and responds to staff requests for additional supplies.
- 8) Exhibits proficiency in troubleshooting issues in computer-based examinations and examination software and hardware.
- 9) Acts as a Proctor/Test Administrator for High Stakes Examinations, Instructional and Academic Examinations in Business Assessment Center and HLC Testing Center.
- 10) Performs billing and bookkeeping functions including monthly billing, payment collection in relation to student exams, reconciliation of funds, and deposit preparation.

Knowledge

- * Administrative processes and procedures.
- * Testing regulations and exam security measures.
- * Special accommodation exams.
- * Limited bookkeeping functions.

Skills

- * Maintaining an established work schedule, including weekends as required.
- * Effectively using interpersonal and communications skills including tact and diplomacy.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Providing proctoring services in relation to academic and certification exams.
- * Providing information in relation to testing processes and procedures.
- * Coordinating administrative activities in relation to testing services.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

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- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * High-stakes, academic or assessment testing skills.

Required Education

- * Bachelor's degree.

An Associate degree and four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

Other Preferred Qualifications

- * CLEP, Castle Worldwide, or Pearson VUE Certifications, or other comparable test administration certifications.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 30 pounds.

Safety

- * Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$53,760



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Number of Openings:

1

Job Posting Close Date:

January 24, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Business-Assessment_R-7134

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business



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