

Testing Technician
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258131>

Downloaded On: Jun. 13, 2025 2:49pm

Posted Jun. 11, 2025, set to expire Jul. 2, 2025

Job Title Testing Technician
Department RC Student Services
Institution State Center Community College District
Fresno, California

Date Posted Jun. 11, 2025

Application Deadline 07/02/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6289881>

Apply By Email

Job Description

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Testing Technician

Salary: \$62,804.00 - \$77,242.00 Annually

Location: Reedley College, CA

Job Type: Permanent

Division: RC Student Services

Job Number: 2025025

Closing: 7/2/2025 11:59 PM Pacific

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General Purpose

Under general supervision, administers and proctors instructional tests; maintains security of test materials; performs front counter support and answers phones to assist students in scheduling accommodation tests and third-party certification testing; uploads results and runs reports; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs general front counter Testing Center duties; answers questions from and assists currently enrolled students and -other individuals with scheduling -proctored, computerized and in-person tests including those requiring accommodations; assists test takers with access to and the use of computer systems.
2. Administers and oversees the administration of a variety of tests both at the college and at offsite locations; scores tests with computerized scoring equipment and scanner.
3. Administers and proctors a variety of instructional tests, and online course testing for other institutions and third-party test providers; verifies identity of test takers; verifies payment of fees for test takers not enrolled in the District; obtains and distributes test materials; ensures security of testing supplies; notifies instructors when tests have been completed; returns test materials to instructor/institution in a timely manner.
4. Assists with the coordination of and participates in on-campus and offsite testing services and activities.
5. Maintains test logs and placement data; runs statistical tracking reports; reports student attendance and other information to instructors; assists counselors with accessing student self-assessment data.
6. Maintains all student documentation to meet retention and audit requirements; maintains and ensures the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.
7. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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OTHER DUTIES

1. Maintains department website pages including services offered, testing dates and hours of operation.
2. Provides backup for other department or division office administrative support staff.
3. Provides work guidance to student workers and seasonal staff.
4. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Standard office practices and procedures, including recordkeeping and filing.
2. Test administration practices and procedures.
3. Customer service practices and telephone etiquette.
4. Correct English usage, including spelling, grammar and punctuation.
5. Basic policy, procedures, goals and objectives of a college assessment testing program.
6. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
7. Safety policies and safe work practices applicable to the assignment.
8. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Provide customer service in person and over the phone, sometimes to confrontational individuals.
2. Learn, interpret, explain and apply District, departmental and administrative policies, procedures and practices regarding student testing.
3. Schedule students and administer various academic tests.
4. Use automated systems for maintaining and reporting test results for various tests.
5. Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
6. Determine work priorities during peak workload periods, using sound judgment in the application of

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policies, rules, regulations and standard operating procedures.

7. Organize and maintain physical and electronic files.
8. Maintain confidentiality of District and student files and records.
9. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Operate a computer and use standard business software.
13. Type accurately at a speed necessary to meet the requirements of the position.
14. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree and at least two years of clerical or instructional support experience, preferably involving test administration and proctoring; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the Districts vehicle insurance program

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption, and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our website at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of

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recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (60% weight) and an oral interview assessment (40% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: JULY 10, 2025

ORAL ASSESSMENT: JULY 22 - 23, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Reedley College Competitive List. Using the same process, a separate Reedley College Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification for at least six months. **The current vacancy is at our Reedley College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

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SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4969264/testing-technician>

Contact Information

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

Contact

N/A

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