

**Testing Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264153>

Downloaded On: Oct. 20, 2025 6:10pm

Posted Oct. 20, 2025, set to expire Feb. 14, 2026

Job Title Testing Specialist
Department Testing Operations Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Oct. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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**Testing Specialist
College of Lake County**

**Full Time
REQ-00000599**

Why choose the College of Lake County for your next opportunity?

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The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Testing Specialist

Department:

Testing Operations Department

Position Type:

Staff

Job Family:

Specialist

Job Summary:

The Testing Specialist, under the direct supervision of the Testing Coordinator, Lakeshore Campus in

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conjunction with the Testing Manager, Grayslake Campus, assists in the administration and coordination of testing services at the Lakeshore Campus. The Testing Specialist is responsible for proctoring exams in compliance with a variety of testing rules and regulations, scoring and reporting test results, maintaining test security, integrity, records and other related responsibilities. The Testing Specialist supports the overall operation of day-to-day testing activities, provides input and feedback and assists in supervising and training testing staff as needed.

Posting Date:

10/17/2025

Expected Start Date:

11/03/2025

Compensation Grade:

B23

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

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Total Hours Per Week:

40

Job Description:

Student/Customer Service - 40%

- Supplies clear and concise instructions and information for testing participants and staff.
- Communicates and interacts with staff, faculty, external testing services, community partners, and others to ensure effective and efficient delivery of testing services.
- Handles and resolves customer service and staff issues and reports them to the supervisor as appropriate.

Project and Process Management - 30%

- Aids in supervising and coordinating testing services at the Lakeshore Campus. Testing includes:
 - Placement testing into college courses and programs such as English, Math, ELI, and others
 - Testing for traditional, distance learning, and alternative learning courses (make-up and online exams)
 - Accommodated testing for students with disabilities
 - Professional certification testing (professional licensing and certification exams from external testing companies)
 - Credit by exam testing (CLEP and DSST)
 - Counseling and career assessments
 - Other proctored exams
- Exams are administered in computerized, paper, and internet-based formats with different rules, regulations, and procedures for each test.
- Administers all exams in strict compliance with all applicable testing rules, regulations, and procedures.
- Scores and reports test results as appropriate.
- Maintains exam security, records, and confidentiality of testing and student information.
- Serves as Pearson Vue Center proctor.

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- Attends all trainings, certification programs, and professional development workshops necessary to ensure appropriate, effective, and efficient delivery and supervision of testing services.
- Handles proctoring and testing payments.

Technology Support -15%

- Handles and resolves technical and testing software support issues with the Information Technology department and external technical support services and reports issues to supervisor.
- Maintains proficiency in testing and college-related technology such as RegisterBlast, Zoom, Microsoft applications, Canvas, and NetSupport.

Other - 5%

- Aids in updating and maintaining training manuals for testing services provided.
- Aids in maintaining inventory of all supplies and materials for testing services.
- Performs other related duties as assigned.

Required Qualifications

- Associate's Degree plus three (3) years of related experience OR Bachelor's Degree plus two (2) years of related experience.
- Computer proficiency using word processing, spreadsheets, databases, various software programs, and computer troubleshooting.
- Good organizational, communication, and customer service skills.
- Proven ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Desired Qualifications

- Experience working in a testing or educational setting.
- Bilingual in Spanish and English.
- Schedule flexibility to meet departmental needs.
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Work Schedule

Monday-Thursday 12:00 pm to 9:00 pm and Saturday 9:00 am-3:00 pm

Pay

\$20.32/hour

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Testing-Specialist_REQ-00000599-1

Contact Information

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

Contact

Testing Operations Department
College of Lake County

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