

Job Description/Title: Assessment Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ASSESSMENT SPECIALIST

JOB SUMMARY

Under general supervision, plan, develop and implement testing and assessment programs for MPC Students. Receive limited supervision within a broad framework of standard policies and procedures. Develop and maintain assessment records and student data; serve as proctor for special testing; interpret and supply testing information to other college departments.

EXAMPLES OF FUNCTIONS

Essential Functions

Administer assessment tests on campus, and off campus upon request.

Assist in the design, implementation, administration, evaluation, and revision of assessment /testing operations.

Organize, schedule, administer, and monitor the testing of extension programs for various academic departments.

Evaluate student transcripts.

Coordinate assessment/testing services with the Counseling office, Admissions Office, Information Systems Department and various academic services.

Assist with Registration; provide placement information; maintain records; train and monitor student assessment assistants.

Organize and disseminate placement results; interpret rules and regulations for this assignment.

Perform wide variety of clerical, administrative support and technical activities for the Matriculation Program and Records; prepare reports and summaries from source data using appropriate word processing, spreadsheet and/or database programs as required.

Act as a source of information to students and the public regarding college Matriculation policies, requirements and procedures.

Process, record and file a variety of documents involving the administration of college wide assessment/testing service.

Administer/monitor the U.S. Constitution Test and other tests as needed, Extension programs, A.C.T., S.A.T. and P.S.A.T results; hire and monitor proctors.

Coordinate assessment publicity with college information service departments; schedule the use of testing facilities and other classrooms; prepare script for test administrators; prepare and organize assessment/test materials.

Record/retrieve data to be used in evaluation of assessment/testing program; compile data for statistical analysis.

Other Functions

Perform other related duties as assigned.

Attend statewide assessment and matriculation related meetings.

Serve on committees as needed.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities, listed herein. Completion of approximately two years of college level courses in computer science, statistics, tests and measurements or the equivalent, one year of recent experience that would demonstrate proficiency in administering or monitoring assessment/testing sessions and records management techniques.

Knowledge

Knowledge of: methods of collecting and organizing data and information; statistical methods in assessment; assessment processes; educational programs and organizations; records management techniques; current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; public and human relations skills.

Abilities

Ability to: coordinate, plan and organize work, gather, analyze and interpret test results; prioritize tasks and do several tasks simultaneously; conduct assessment activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.