

STUDENT PERSONNEL ASSISTANT

Assessment/Testing

DEFINITION

Under the general supervision of the assigned manager/supervisor and in coordination with the Assessment Center Coordinator, administers and scores diagnostic, placement, and career assessment instruments; and maintains data for the Assessment Center.

TYPICAL DUTIES

Provides students with assessment information and directs them to appropriate campus services; trains classified staff; and maintains the Assessment Center procedural manual; and maintains confidentiality of information and materials. Operates computerized assessment systems; develops procedures to be used in the Assessment Center; administers and scores diagnostic tests; scores tests using computer scoring system; administers placement tests, specialized tests, vocational interest inventories, and aptitude tests; facilitates in-service training activities on test administration, and proctors exams. Conducts assessment orientation sessions; and coordinates and monitors assessment operation in the testing room. Accesses local and District computer files to transmit data, and assembles data for institutional research projects; and maintains a library of assessment instruments, materials and catalogs. Oversees the operation of the Center in the absence of the assigned manager/supervisor; oversees student aides; works closely with advisory groups in reviewing and recommending the purchase of appropriate assessment instruments; and performs other duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of successful experience in assessment, academic record keeping, or computer operations in an educational environment. Hands-on computer experience or evidence of training in the use of computer applications is required. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree or 60 semester units (90 quarter units) with an emphasis in mathematics, statistics, information technology, or business. NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF

Knowledge of assessment instruments, testing, and scoring procedures; and statistical or mathematical applications used in testing research. Knowledge of elements of correct English usage, spelling and vocabulary; and letter and report writing. Knowledge of basic computer applications, databases, spreadsheets, appointment maker, and desk top publishing software, email, and voicemail. Knowledge of interpersonal skills using tact, patience and courtesy.

SKILL IN

Skill in training others how to do something; understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking questions as appropriate; and in communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in working with new material or information to grasp its implications; and knowing how to find and identify essential information. Skill in being aware of others' reactions and understanding why they react the way they do; adjusting actions in relation to others' actions; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to administer and score assessment instruments utilizing computerized systems; and operate networked computers for transmitting and receiving test data. The ability to maintain confidentiality of information and materials; to maintain accurate and complete records; compile data; and prepare reports. The ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computers, fax, copiers, computer projection equipment, Scantron and personal PA system.