

# The University of Texas at San Antonio

## Job Description

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Job Title: Testing Specialist  
Code: 13108  
Salary Grade: 56  
FLSA Status: Exempt  
Department/Division: Testing Services/Student Affairs  
Reports To: Director of Testing

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## Summary

- Function: To provide professional skills and abilities required in the administration and coordination of student testing programs.
- Scope: Responsible for assisting in the overall administration of testing programs and consulting with students and parents concerning the testing programs.

## Duties

- Typical:
  1. Supervises and administers tests for non-students, current students and future students.
  2. Coordinates material needs to ensure fair, equal and secure testing environments. Confers with test administration personnel.
  3. Consults with prospective students and parents. Disseminates information concerning the various tests.
  4. Maintains test registration files and records of test scores. Assists in maintaining standards and policies for the confidentiality of test scores and materials.
  5. Analyzes data from test programs to confirm results and validate programs.
  6. Performs other duties as assigned.
- Periodic:
  1. Conducts research studies evaluating the effectiveness of testing programs for academic placement, credit and other purposes.

## Education

Required	Preferred
Bachelor's Degree.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Certification in and daily assistance with PearsonVue and/or mission critical exam check-in electronic and/or paper/pencil as required by vendors to ensure security and efficiency of testing programs and services.	N/A
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in a position requiring accuracy in detail oriented work.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computers and related office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office and classroom conditions. Frequent Saturday work required.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Specific and general instructions, and evaluation from supervisor and the director.	N/A

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.