

JOB INFORMATION

Effective Date	10/18/2021
Job Code:	3162
Job Title:	Director, Testing Center
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Director, Testing Center serves as the Chief Testing Officer of the Institution, and develops implements, and supervises the daily activities and procedures of the Testing Center. The Director, Testing Center is also responsible for identifying, developing, and implementing innovative strategic goals and initiatives that lead to new sources of revenue for the Testing Center. The Director, Testing Center is also responsible for ensuring that the center obtains national accreditation and maintains testing center accreditation status; oversees compliance with TSI.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Bachelor's Degree	in psychology, behavioral sciences or closely related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of experience managing all related activities associated with a Testing Center.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Familiarity with computer testing and assessments.	Skilled
• Prioritizing and performing multiple tasks.	Proficient
• Excellent oral and written communication skills.	Skilled
• Ability to negotiate and solve problems.	Skilled
• Strong technical skills as it relates to working with computers, variety of software and database programs.	Skilled
• Excellent interpersonal skills and customer service orientation.	Proficient
• Excellent supervisory skills.	Skilled
• Strong research skills and ability to strategically plan an expansion of operations.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develops implements, supervises personnel and daily activities and procedures, and produces ad-hoc reports. Oversees the entry of test data and validation of data in the system. Works with all areas in Enrollment Management to maximize admissions and enrollment goals. Develops and maintains TSI pre-assessment instruments by state law. Develops and maintains Testing Center website ensuring that accurate information is provided to all constituents.	30%
• Identify, develop, and implement innovative strategic goals and initiatives, including approaches to testing, the development of new revenue streams, and meeting university and community standardized testing needs.	20%
• Oversee and manage testing budgets; serve as signature authority for testing cost centers and monitors of the unit budget, preparation of purchase requisitions, and maintains supplies and equipment inventories.	15%
• Collaborates with academic advising and other offices to ensure the university's testing program and activities supports the development of individualized advising plans for student success.	5%
• Research, coordinate, directs and manages the review, revisions, and/or creation of University policies as related to standardized testing; annually review testing administration fees.	5%
• Manages vendor relationships and ensures the institution complies with state and vendor rules regulations and procedures.	5%
• Keeps abreast of TSI changes and computerized testing technology.	5%
• Resolves testing problems related to computer issues and resolves issues related to reported testing irregularities and request for special accommodations in compliance with ADA.	5%
• Participates in state and national testing organizations as a liaison for the University.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description