

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Testing Coordinator
Career, Advisement and Testing Services
Regular Full-Time Position
Position Number 250000

General Description

The Testing Coordinator reports to the Director of Career, Advisement and Testing Services. The incumbent is responsible for the operation and/or coordination of the University's testing programs at the Main Campus (MC) and the Ft. Campbell Center (FCC) to include COMPASS, as well as the testing programs of Educational Testing Service (ETS), American College Testing (ACT), and the Psychological Corporation. The Testing Coordinator also supports program functions for which the Director is responsible

Primary Duties and Responsibilities

- Coordinate and supervise the COMPASS testing program at Main Campus and Ft. Campbell Center.
- Coordinate and supervise pre/post-test procedures for other tests such as ACT-Residual, CLEP, DANTEs, MAT and distance learning exams for other universities.
- Recruit, train and supervise all test administrators and proctors; address testing problems and discrepancies with examinees, testing staff and/or the testing company.
- Supervise the department secretary and graduate assistant(s) regarding the testing program.
- Maintain and update specialized computer software to support testing program functions; serve as primary contact between the department, APSU Office of Information Technology, and testing/software companies.
- Ensure that test security standards are upheld.
- Ensure that the confidentiality of all testing records is maintained.
- Serve as a liaison between the University and testing companies such as American College Testing (ACT), Educational Testing Service (ETS), and International Code Council (ICC) regarding national testing programs and procedures.
- Supervise the administration of certain tests for students with disabilities by consulting with the Office of Disability Services, communicating with the students, making accommodations according to documentation and using appropriate assistive devices.
- Conduct workshops and presentations regarding test-taking in conjunction with the programs offered by Career, Advisement and Testing Services.
- Collaborate with and provide consultation regarding testing to appropriate APSU departments such as the Office of Admissions and the Office of the Registrar.
- Supervise the processing of all required documents needed to carry out the testing program.
- Train and supervise student employees regarding the testing program in concert with the department secretary.
- Assist in coordination of summer registration and the testing program.
- Manage the testing budget in concert with the Director.
- Engage in relevant professional development activities.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.

Essential Functions continued

- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to schedule, administer and/or score various national, state and local standardized tests.
- Ability to accurately prepare and process records, requisitions and reports.
- Ability to properly maintain budgetary accounting records.
- Ability to respond to and work effectively and efficiently in a multi-tasking environment.

Required Minimum Qualifications

- Bachelor's degree required.
- Ability to work flexible hours to include evenings and weekends and to perform duties at APSU main campus and Ft. Campbell Center.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in education, counseling or related field.
- Experience administering standardized tests and working in an educational and/or university setting with a diverse student population.

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