

Job Order 601840  
May 22, 2018

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**Department:** Student Success  
**Salary Grade:** PB  
**Position #:** 07100203

**Reports To:** Director, Assessment Center

**LOCATION:** Green Bay, WI

**STANDARD HOURS:** 24 hours/week with flexibility to work extra hours as needed. Expected days are Tuesday through Thursday 9:30 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 4:30 p.m.

**MINIMUM STARTING RATE OF PAY:** \$13.34/hour

**Required online application available on website:** [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

*The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.*

## **POSITION SUMMARY**

Administer wide variety of tests, ensuring proper administration, test security and student confidentiality. Interact with internal and external customers to administer tests, communicate test-related information and resolve issues. Ensure compliance in order to maintain authorized site status with vendors and agencies.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

### **Essential Functions Statement(s)**

- Perform all processes involved in administering Assessment Center tests in accordance with Assessment Center policies, vendor/agency/governmental requirements and accepted testing methods.
- Administer GED Tests at authorized sites in accordance with GED and Pearson VUE regulations. Understand and comply with GED and Pearson VUE regulations. Earn and maintain Pearson VUE certification.
- Ensure test security and secure testing environment. Maintain confidentiality of student/tester data and information.
- Provide test score results to testers.
- Learn and utilize testing software systems. Earn and maintain vendor certifications.
- Update PeopleSoft and/or other data systems with student and testing data. Perform necessary administrative tasks and processes to prepare individual for testing. Maintain District Testing Database.

- Interacts with students, the public, faculty members and other NWTC staff regarding testing to ensure secure, valid and consistent testing practices and procedures. Establish and maintain effective internal and external customer relationships.
- Travel to NWTC regional centers and county jail sites to administer tests.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

**SKILLS & ABILITIES**

**Education:** Associate Degree

**Experience:** One year of experience required in teaching, training, counseling or testing to meet certification requirements of testing agencies. Bi -lingual skills are preferred.

**Computer Skills**

PeopleSoft or similar database management system. Microsoft Excel or Word.

**Other Requirements**

Must hold a valid driver’s license and be insurable under the Districts standard insurance policy terms

**PHYSICAL DEMANDS**

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	<b>Over 100 lbs</b>	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.