



1600 S 25th E

Idaho Falls, ID

(208) 524-3000

WEBSITE:

<http://www.eitc.edu/hr>

EMAIL:

hr@cei.edu

Non-Classified

Opening

Testing Center Coordinator

Non-Classified Classification

College of Eastern Idaho (EITC)

Open for Recruitment: Open until filled. First application review will be the week of September 25, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Full-Time/ 40 hrs. - \$28,412.80 - \$32,468.00 Annually plus Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Vice President of Instruction and Student Services. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: Under the direction of the Vice President of Instruction and Student Services, the Test Center Coordinator coordinates all aspects of the campus testing center.

RESPONSIBILITIES:

- Manages the CEI Test Center; maintains test center budget, prepares and distributes monthly and annual statistical reports.
- Administers testing systems for Pearson Vue and Certiport Testing Corporations.
- Communicates and coordinates testing activity with community partners, such as EICAP, Department of Labor, Department of Corrections and the Adult Basic Education Department.
- Administers and coordinates Compass testing for students working to be admitted to the college.
- Purchase Compass units when needed.
- Proctor distance-learning tests for members of the community and Western Governor's University who request the service.
- Maintains the security of all testing services performed.
- Invoice and bill appropriately for the services performed.
- Attends meetings for professional development, of the Intermountain Regional Testing Association.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

DEMONSTRATED EXCELLENCE IN: Written and verbal communication skills; interpersonal relation skills.

EXPERIENCE: Teaching, training, counseling or testing at secondary or post-secondary school; managing and completing multi-tasks under deadline and with high quality as a successful supervisor. Working in a post-secondary education environment; organizing and prioritizing division workload.

KNOWLEDGE OF: the functions of electronic databases; and moderate skills in word processing.

ADDITIONAL DESIRED QUALIFICATIONS:

EXPERIENCE: Working in post-secondary education environment; organizing and prioritizing division workload

KNOWLEDGE OF: Idaho post-secondary education policies and procedures

EDUCATION: Bachelor's degree in education

PHYSICAL DEMANDS INCLUDE:

Position requires frequent periods of standing while serving students at the check in counter and walking to and from the computer lab to log students into testing programs.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoemploymentapp.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.
For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.