

Testing Center Coordinator
University at Buffalo, The State University of New York

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Posted Jun. 19, 2024, set to expire Oct. 19, 2024

Job Title	Testing Center Coordinator
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50853
Apply By Email	
Job Description	

Position Summary

The **Testing Center Coordinator** will work within the [Testing Center](#) and manage its day-to-day operations. In this position, you will:

- Serve as the administrative point person and manager of assessments and certification administration.
- Ensure testing conditions meet the minimum standards required by testing agencies.
- Supervise Testing Center Proctors and Examiners.
- Identify and pursue opportunities to offer the testing center for new certification exams through partnerships with outside organizations/testing agencies.
- Create and maintain a yearly testing calendar.

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- Manage and provide oversight of test/exam registrations.
- Maintain general understanding of certifications that are not administered at BEOC, but are tied to programming.
- Maintain student test appointments and scores within the BEOC student database (Banner).
- Run testing reports and student rosters using Argos software.
- Effectively communicate with stakeholders regarding changes to assessments and providing new/revised testing resources provided by such companies.
- Hosting workshops and in-class trainings for students and staff to understand the testing processes, registration and pathways.
- Track and secure testing supplies (e.g., computers, examination booklets, answer booklets, vouchers, pencils) in locked facilities and ensure sufficient supplies are on hand for test administrator's use.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About the Department

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

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- The Testing Center Coordinator must have a minimum of an earned Associate degree from an accredited college or university.
- 2 years of experience working in Adult Education, a Testing Center environment, and handling secured proprietary Testing documents with ethical integrity.
- Excellent organizational and communication, both oral and written, skills and be able to work with Senior Staff, Testing Proctors, Administrative Staff, Faculty, and outside organizations/testing agencies.
- Must be available to work weekends and evenings and have a strong working knowledge of best practices in field.
- Strong analytical, problem solving, and interpersonal skills.
- Computer literate in Microsoft Office Suite and Outlook.

Preferred Qualifications

- Bachelor's degree from an accredited college or university.
- 1 year of experience working in Adult Education, a Testing Center environment, and handling secure proprietary Testing Documents with ethical integrity.
- Experience creating internal processes.
- Experience working in compliance related field.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact