

Assessment Specialist
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254588>

Downloaded On: Jun. 20, 2025 1:12am

Posted Mar. 18, 2025, set to expire Jul. 16, 2025

Job Title Assessment Specialist
Department Academic Affairs
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Mar. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services
Student Services

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Job Description

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Assessment Specialist

Category: Professional

Department: Academic Affairs

Locations: Worcester, MA

Posted:

Closes:

Type: Full Time

Position ID:

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General Statement:

Oversees the coordination, administration, delivery and security of all standardized and specialized testing, initiated at all Quinsigamond Community College locations. Tests may include but are not limited to: College Placement Testing, English as a Second Language Placement Testing, faculty make-up exams, HiSET/GED, challenge exams, and certification exams such as Certiport Microsoft suite and North Star Microsoft suite.

The Assessment Specialist ensures that all standardized testing for Quinsigamond Community College meets security and proper testing administration guidelines, both on- and off-campus. The Assessment Specialist provides leadership and training to current and future proctors and all staff involved in testing administration. The Assessment Specialist may work to expand testing to serve prospective student populations in Central Massachusetts.

Supervision Received:

Reports directly to the Director of Testing.

Supervision Exercised:

Provides supervision and direction to all personnel assigned to provide testing functions, including clerks, proctors, and all staff who set up and monitor College Placement Testing and all other standardized and special testing.

Duties and Responsibilities:

- Coordinate the planning, scheduling, and administration of all standardized and specialized testing, including both on- and off-campus locations.
- Administer all tests to students and prospective students at all locations, including but not limited to college placement tests (such as the QMAT, English as a Second Language placement testing and Part B), HiSET/GED, and course challenge exams.
- Work with faculty to organize and administer faculty make-up exams each semester.
- Coordinate with the Director on offering the Certiport certification exam for current students to achieve micro-credentials and/or industry-recognized credentials within their degree program.
- Work with the Director on offering North Star Microsoft suite to assist current students with increasing their knowledge of technology literacy, furthering the gen ed goal of information and

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digital literacy for the students.

- Coordinate and supervise all on- and off-campus testing at various locations including Worcester County High Schools, QCC Workforce Development and Training Center, QCC Southbridge, and other designated locations.
- Research and explore testing-related opportunities to meet the needs of the QCC community and align with academic affairs priorities.
- Provide assessment results to students and explain next steps in the process.
- Work with the Office of Institutional Research to prepare and present testing data to the college community including advisors, students, staff, and college and high school professionals.
- Submit weekly reports on student usage of testing services.
- Upload all test and assessment results in the SIS with a high degree of accuracy.
- Administers tests to students requesting special accommodations.
- Works closely with QCC Advising, Admissions, Student Accessibility Services, and other student services offices to provide testing to prospective students.
- Provides training and supervision to part time staff involved in testing both on- and off-site.
- Develops and updates, all testing related materials, including print and web, and ensures that they are accurate and current.
- Maintains currency in the field of testing and assessment by membership in professional organizations.
- Attend state-wide and college-wide meetings as needed.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other related duties as assigned.

Job Requirements:

Minimum Qualifications

- Master's Degree.

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- High level of experience and comfort with administration of computerized assessments.
- Excellent written and oral communication skills.

Preferred Qualifications

- Prior experience delivering services to diverse student populations
- Bilingual fluency in Spanish
- Work experience in a community college.
- Ability to work effectively in a diverse community and meet the needs of diverse student populations.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

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Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=186470>

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Contact Information

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

Contact

Academic Affairs
Quinsigamond Community College

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