

Testing Services Office Assistant – Testing Services

Work Study Job Type:

Office Assistant

Reports to:

Victor Gates

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Administer TSI tests, print score reports, enter scores in Colleague, and maintain accurate testing rosters

Collect applicable testing fees

Maintain security, accountability, and confidentiality of all testing records and files

Answer and respond to telephone calls and emails from students, proctor, faculty, and administrative staff

Required Skills/Experience:

Proficient with Microsoft Office software, to include Word and Excel

Basic computer knowledge

Proficient written and oral communication skills

Demonstrate data entry and word processing skills with a high degree of accuracy

Additional Requirements:

Able to lift at least 30lbs

Able to stand for extended periods of time

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.