

Classified III, Administrative Assistant – Testing: Duties and Responsibilities

Classified III, Administrative Assistant - Testing is responsible to the Director of Enrollment Management/Registrar for providing support for all Testing Center services at Vernon College.

This is a security sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)

Specific duties include:

1. Assist the Testing Coordinator with the daily operations of the testing centers in Vernon and Wichita Falls.
2. Provide testing center duties including but not limited to scheduling appointments, proctoring tests, test setup, maintaining promotional materials and supplies used for the routine function of the office.
3. Function in a multitask environment; receive visitors (in-person, telephone, email, virtually) courteously and professionally; determine individual's needs and provide accurate information accordingly; correctly refer and provide next steps/questions.
4. General knowledge of onboarding processes (e.g., processes from application to enrollment) to provide accurate information to current and prospective students.
5. Provide outreach, scheduling, student onboarding, and testing support for prospective students and students.
6. Proficient in the use of technology (e.g., Excel, Colleague, DocuBase) to process prospective and current student records.
7. Responsible for regular travel between the Vernon Campus and Century City Center.
8. Maintain testing student records and confidentiality of all student information.
9. Assist with administering and proctoring all testing (e.g., HESI, GED, CLEP, EMT, TCOLE) administered in Vernon and Wichita Falls.
10. Collect and deposit all testing services related funds.
11. Responsible for maintaining current and learning new testing requirements and administration rules.
12. Assist with the organization and execution of the commencement ceremony.
13. Participate in development opportunities for continuous improvement in professional skills.

14. Function as a team member of the Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
15. To assume other responsibilities on assignment by the Director of Enrollment Management/Registrar, Assistant Director of Enrollment Management, Assistant Registrar, Vice President of Student Services, and the President.

10/2024