

## IT Technical Job Classification

IT Job Title: Exec. Director/Director of Instructional Testing and Assessment

Classification: C230

Pay Grade:

### Job Summary

Responsible for the planning, support and development of technology and non-technology based student testing and assessment. Responsible for all aspects of on line and in person student testing and Testing Center.

### Essential Duties:

- Lead and manage all departmental initiatives
- Sets goals and objectives for the department
- Interact and act as the liaison with Deans, Department Heads and Vice Presidents to determine assessment and testing requirements for their students
- Plans, budgets and manages all aspects of assessment and testing
- Oversee the daily operation of the department
- Assists in the creation of department operating budget
- Maintains documentation of all policies and procedures of the department
- Performs other duties as required

### Education

Requires a bachelor's degree in a related field of study. A master's degree in a related field of study is highly desirable.

### Experience

Requires a minimum of 5 years' experience in student testing and assessment. Strong problem-solving skills and customer service skills are required. Strong and demonstrated management skills are required.

### Leadership.

Direction, supervision, and evaluation of subordinates, including the full employment cycle. Project management experience with critical and time sensitive projects.