



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Testing
FLSA Category: Exempt
Grade: 23
Job Code: 3803

DUTIES

Job Summary: Ensures compliance with testing rules and regulations for tests hosted by the University and represents testing facility to outside agencies

Duties and Responsibilities:

- Delegates and monitors work to testing center staff
- Administers tests as needed by following established policies and procedures
- Participates with university and outside agencies to market testing facility and communicates with customers to resolve issues
- Ensures identified test results data are archived appropriately

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of three (3) years

Licenses/Certifications: Must be able to obtain TEA, CLEP, and THEA certification upon employment

PHYSICAL DEMANDS

Environmental Conditions

Working conditions Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort Must be able to lift up to 25 lbs.
Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk Work environment involves minimal exposure to physical risks.