

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Testing Technician

Job #07-123

Closing Date: 02/09/07

The Foothill-De Anza Community College District is currently accepting applications for **Testing Technician, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Counseling and Student Services, schedule, administer and score a variety of assessment tests to students to assess basic skills in English, English as a Second Language (ESL), mathematics, chemistry, or other tests. Coordinate registration dates, counselors' schedules, ESL faculty schedules and international student orientation dates to create quarterly testing schedules. Administer and proctor group testing sessions. Verify prerequisites, and probationary or disqualified status as appropriate. Review guidelines, policies and instructions related to placement testing, registration, and counseling with students prior to their placement tests. Assist students with testing admissions applications. Provide individualized results for tests in English writing, English reading or ESL courses to determine eligibility. Sort placement tests and review information for accuracy and completeness. Score placement tests utilizing a scanner. Edit and correct scanned information. Resolve problems with forms rejected by the scanner. Provide technical information to students in person or on the telephone regarding test scores. Assist students with registration status. Generate a variety of reports utilized in the recruitment of various programs. Meet with division deans, department heads and program directors to develop and implement testing procedures and policies and resolve placement issues. Monitor the testing budget. Track inventory, prepare requisitions, and order supplies. Resolve problems with registration, testing and student information system (SIS) data. Perform a variety of clerical duties in support of the Assessment Center. Compose and distribute information to faculty and staff. Maintain various files, records and reports. Create flyers regarding placement testing and schedules. Train and provide work direction to student assistants. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to college courses.
3. Two years experience working with students in an educational setting.

In addition, successful candidates will demonstrate the following:

1. Knowledge of placement testing and registration policies, procedures and regulations.
2. Knowledge of record keeping techniques.
3. Knowledge of modern office practices, procedures and equipment.
4. Ability to use interpersonal skills with tact, patience and courtesy.
5. Ability to schedule, administer and score a variety of assessment tests to students to assess basic skills.
6. Ability to communicate effectively both orally and in writing.
7. Ability to operate a computer, scanner and other office equipment.
8. Ability to interpret, apply and explain rules, regulations, policies and procedures.
9. Ability to prepare and maintain records, files and reports.
10. Ability to meet schedules and timelines.
11. Ability to work independently with little direction.
12. Ability to establish and maintain cooperative and effective working relationships with others.
13. Ability to plan and organize work.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Testing Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,410.55 per month plus benefits; level N-41

Position: Full-time, Grant Funded, 12 months per year.

Occasional evening and weekend work may be required.

Starting date: As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>