



## Savannah State University Position Description – Administrative Coordinator

### ***POSITION DESCRIPTION***

Position Title: Administrative Coordinator FLSA Status: Exempt  
Reports to: Dean of Enrollment Management  
Department: Testing  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position supervises and administers the University-wide testing program and all tests scheduled and administered through various national, regional, state and University System of Georgia testing programs. The incumbent is responsible for maintaining the integrity of the testing environment along with security of all tests.

### ***NATURE & SCOPE***

Reporting to the Dean of Enrollment, this position is responsible for all aspects of the test administration process, including scheduling the space, managing part-time and volunteer employees, proctoring the exams, and reporting the scores.

In addition, this position interfaces with the Office of Admissions by providing and updating data on applicants' testing, assisting in recruitment and general office support.

Also, this job must read, interpret, communicate and enforce policies and procedures relevant to the Office of Testing, campus community, national, regional, state and University System of Georgia testing programs.

### ***PRINCIPAL ACCOUNTABILITIES***

- Coordinates tests, their administration and proctoring for institutional, national, regional, state and University System of Georgia (UGA) testing programs.
- Enters, maintains, and updates student records system. Oversees scoring, data entry of test scores. Coordinates evaluation and rating of writing assessments and exit essays for all incoming freshman and students in learning support classes.
- Provides training/communication materials for students, faculty and staff to include workshop/materials, brochures, and pamphlets.
- Identify, develop and coordinate plans for testing resources, i.e., staff, equipment, facilities, budget, materials, etc., to define procedures for on going administration.
- Serves on campus-wide committees or task forces as assigned by supervisor and top administrators.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree.