



Savannah State University Position Description – Test Development & Analysis Specialist

POSITION DESCRIPTION

Position Title: Test Development & Analysis Specialist FLSA Status: Exempt
Reports to: Administrative Coordinator
Department: Testing
Date Prepared: June 2003

BASIC FUNCTION

To provide staff support to the Division of Enrollment Management focusing on testing and enrollment management and student retention.

NATURE & SCOPE

Reporting to the Administrative Coordinator, this position is accountable for providing staff support, with duties in the Testing Office, the Admission Office and Enrollment Management.

Duties include test administration, proctoring, scoring, computer database management, development and data analysis for testing and admission offices. This position also is involved in student record update and tracking, and developing and managing programs for student admission and retention.

The incumbent assists university colleges, department and offices with understanding and developing policy and improving student recruitment and retention for existing programs. It is important as this position maintains security of test materials and student records, and coordinates testing in the computer lab.

This position serves as liaison with faculty, staff and community, and is an instructor for FRES 1101, Enrollment management.

PRINCIPAL ACCOUNTABILITIES

- Test administration, proctoring, scoring.
- Performs reception, clerical work, and updates information for tracking and analysis.
- New student recruitment, student retention.
- FRES 1101 instruction.
- Advises students.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.