

## Testing Coordinator/Enrollment Counselor

<b>Division</b>	Instruction & Student Services	<b>Department</b>	Student/Enrollment Services		
<b>Classification</b>		<b>Revised</b>	n/a		
<b>Supervisor</b>	Philip Weast	<b>Position #</b>		<b>Job Class</b>	

### Statement of Primary Purpose

The Testing Coordinator/Enrollment Counselor is responsible for the delivery of all college testing services on-campus and at off-campus centers, including the Cherokee Center, where periods of testing will be scheduled on a regular basis. Additionally, the Enrollment Counselor/Testing Coordinator will serve as the college's primary Native American student contact.

### Classification

Professional

### Essential Functions and Responsibilities

This position is responsible for the delivery of all college testing services and initial enrollment counseling at the Jackson campus and off-campus SCC centers, including the Cherokee Center, where periods of testing will be scheduled on a regular basis. Duties include:

- Scheduling testing sessions at all SCC centers and service area high schools;
- Performing administrative duties for the Accuplacer College Placement Test (CPT);
- Advising applicants regarding admissions requirements, placement testing, test administration, test score interpretation, enrollment counseling, completing Change of Curriculum Forms when appropriate, and identifying general courses that will carry over into the students' new curriculum;
- Facilitating and supporting the academic advising process and assisting students with advising and registration as requested in the absence of the assigned advisor;
- Serving as the college's primary Native American student contact;
- Reviewing registration data each semester to validate proper math and English placement and notifying designated instructional personnel regarding incorrect placement;
- Serving as the primary advisor for the seriously under-prepared students and tracking their progress;
- Providing admissions/enrollment counseling for "walk-ins" and phone inquiries and providing referrals to appropriate departments;
- Performing administrative duties for the Health Occupations Aptitude Examination (HOAE) and organizing the administration of the exams, scoring exams and reporting of scores;
- Working cooperatively with Vocational Directors in service area high schools to schedule and administer the CPT to vocational completers;
- Maintaining and reporting data on test administration on a regular basis;
- Working with faculty and staff on the administration and scoring of the College Student Inventory (CSI) when used;
- Other duties as assigned.

### Additional Duties and Responsibilities

## Testing Coordinator/Enrollment Counselor

Maintain an adequate supply of testing materials; enter all CPT scores into the student information system; provide hard copies of CPT score reports to the Admissions Office; participate in training sessions for academic advisors as requested; and serve on college committees.

### Minimum Qualifications

<b>Education</b>	MA in counseling, psychology, or human services preferred
<b>Knowledge and Skills</b>	Strong interpersonal and communication skills; good working knowledge of a student information system; current computer skills; ability to organize/compile testing data and generate reports upon request.
<b>Physical Demands</b>	None
<b>Licensing Requirement</b>	

**Working Conditions and Environment** (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Extended working hours during peak service periods such as registration and drop/add

### Equipment Operation

PC, fax machine and other standard office equipment

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.