

PALOMAR COMMUNITY COLLEGE DISTRICT

ASSESSMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Assist with planning, scheduling, coordinating and implementation of academic assessment, advising and orientation programs; to determine eligibility and matriculation requirements for new and transfer students; and to assist in the development, planning, scheduling, coordinating and promoting high school outreach programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assessment/School Relations Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assist the Assessment/School Relations Coordinator to develop, plan, schedule, coordinate and implement assessment, advising and orientation programs; schedule orientation dates; order and prepare materials; assist counselors in orientation presentations; conduct assessment and advising functions in conjunction with orientation procedures.
2. Provide individual assessment for students; interview students, assess needs, interests and requirements and take appropriate action; evaluate test scores and/or course work to determine eligibility for English, reading and math courses.
3. Provide guidance to students and the public on the availability of programs and services at the college and education centers; respond to questions regarding classes, admissions and registration procedures.
4. Determine matriculation classification status of transfer students; input information into computer and provide registration information and clearance.
5. To assist the Assessment/School Relations Coordinator to develop and implement the Student Testing Advising Registration (STARS) program at local high schools; work with administrators and counselors to schedule application and assessment workshops, advisement and orientations.

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6. To assist the Assessment/School Relations Coordinator to coordinate assessment, orientation and matriculation procedures with local high schools and education centers.
7. Perform a variety of data entry functions; enter, store, modify, retrieve and print matriculation and course eligibility information.
8. Attend and participate in a variety of meetings and conferences; stay abreast of new matriculation procedures as they relate to community colleges.
9. To assist the Assessment/School Relations Coordinator to compile statistical information and prepare reports using assessment results of new students in English, reading and math.
10. To assist the Assessment/School Relations Coordinator to conduct research and analyze assessment procedures of other colleges and associations; recommend modifications to existing processes as necessary.
11. Design and create informational materials and brochures regarding assessment procedures, services and special programs.

Marginal Functions:

1. Provide back up support for counseling staff; answer phones, schedule appointments and provide general college information.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and procedures of student academic assessment.
District matriculation and eligibility policies and procedures.
A variety of college information, services, policies and procedures.
Methods and techniques of high school outreach.
Principles and procedures of program coordination and implementation.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Coordinate and implement assessment, advising and orientation programs.
Assess student needs, interests and requirements.
Determine eligibility and matriculation requirements for new and transfer students.
Coordinate and promote high school outreach programs.
Provide guidance to students and the public on the availability of programs and services.
Prepare clear and concise reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Audio visual equipment setup

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible student assessment and eligibility experience or equivalent.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, communications or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive contact with students; travel from main campus to high schools and education centers.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity to read and evaluate transcripts and records; communicating to provide information. Lifting up to 50 lbs.