General Description
Performs administrative work, such as the coordination and supervision of testing activities of institutional and national testing programs.

Examples of Duties
- Administers and coordinates institutional and national testing programs.
-Determines test dates.
-Ensures the proper space availability.
-Supervises the support staff involved with testing.
-Assures that test guidelines are being maintained.
-Facilitates the scoring and reporting of tests.
-Administers national testing programs.
-Maintains files and responds to inquiries about tests.
-Corresponds with test applicants.
-Maintains testing inventories.
-Orders needed materials for the test administration.
-Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of testing methods.
- Knowledge of computer software and operation.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four years of related experience; or a combination of education and related experience.