Position Title: Testing and Evaluation Specialist
Department: Assessment Center

Red Rocks Community College is seeking a part-time Testing and Evaluation Specialist!

Connect daily and make a difference in the lives of thousands of students working to earn an Associate’s, Bachelor’s, or a Master’s degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado’s premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC has an academic journal and a literary journal! Our faculty are a community of active composers.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children’s center, health clinic, recreational facilities, and in early 2017 will open a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with
basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient. RRCC also offers tuition assistance for full-time employees and most dependents, for classes within the 13-college, state-wide Colorado Community College System.

At RRCC we are committed to Inclusive Excellence. We strive to create a community in which everyone feels respected and valued for their unique talents and contributions, and where people from all backgrounds are able to achieve their goals. Red Rocks Community College acknowledges that inclusion and equity are multifaceted and complex concepts, and that our efforts in these areas will require innovation, intention, and an institutional commitment to these principles. To learn more about our commitment to Inclusive Excellence, visit https://www.rrcc.edu/diversity.

Job Summary:
The testing and evaluation specialist supports the validity, integrity and authenticity of test taking and assessment activities. It creates an environment where students can test effectively while protecting the integrity of the test. The specialist supports all forms (standard, computerized, prior learning) of assessment conducted in the College’s assessment center. The specialist supports the students, public and faculty and college staff who use the Assessment Center.

Job Duties:

15%

Conduct test administration operations with the placement testing. Execute examination and testing activities in accordance with policies and procedures. Operate standard equipment and standard software applications.

15%

Communicate test data and convey policies and procedures to students, faculty and staff by electronic, hard copy and direct means. Interpret test, communicates results and advises test clients as to options available.
30%

Proctor (ensure identity of test taker and integrity of the test taking environment) internet base testing for RRCC students and students of other colleges and universities.

- Confirm identities of all students entering the testing environment and document their attendance by using the course roster or a sign-in sheet

- Communicate the time limit on the exam by verbally updating students on the remaining testing time or refer them to the time that is automatically recorded on computerized exams.

15%

Serve as a liaison with student success and instructional services staff for providing assessment services including proctoring standard and online testing and posting results to appropriate sites and to appropriate personnel. Serve as the on-campus information source for college assessment policies and procedures and placement. Help students navigate testing services and understand placement requirements.

10%

Proctor academic testing for RRCC students. Proctor makeup tests during the academic year and periods of increased student testing.

5%

Maintain testing system, software operational readiness, and a quiet and secure testing environment. Preserve confidentiality of test materials and results. Conduct system updates and data download activities for testing companies and programs.

10%

Administer the prior learning assessment. Work with instructional services staff to provide information and to receive results of the assessment. Perform intake of
student, administer challenge test, prepare portfolio, review for compliance with academic standards and follow up with instructional staff.

**Job Qualifications**

**Required Qualifications:**

- Bachelor of Arts/Science Degree
- Ability to create and keep deadlines, manage appointments, pay attention to details, keep work organized, and plan, prioritize and achieve goals
- Ability to utilize computer technology to access data, maintain records, review and generate reports. Proficiency in Microsoft Office Suite.
- Ability to give and receive information in its essential form.
- Knowledge of the professional standards and guidelines established by National College Testing Association (NCTA) and The College Board placement test.

**Preferred Qualifications:**

- Master’s Degree
- One year proctoring tests
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the college.

*Please note that employment with the Colorado Community College System is limited to in-state residents. Selected candidates will need to be, or be willing to become, state residents before employment can begin.*
Payment information:

Pay Rate: $20.66

Paid on a biweekly lag payroll cycle.

How to apply:

**Click here to apply for this position!**

For questions about this position, please contact Stan Eigsti at Stan.Eigsti@rrcc.edu.

For questions about Variable Hour employment in general, please contact Bob Miller at Bob.Miller@rrcc.edu or 303.914.6300.

This position will remain open until noon on Monday, August 30.

**Title IX, Diversity and EEO Statement:**

*Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.*

*RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.*

*You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.*
Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.