



**WAYNE STATE
UNIVERSITY**

		ISSUED: 1/4/2022
TITLE: Testing Assistant	SALARY TABLE: SA	CLASS CODE: SA573
UNION: : Staff Association – Local 2071, U.A.W.	SALARY GRADE: 8	EEO CODE: 5
JOB GROUPING:	FLSA: Nonexempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Assists with all aspects of the testing process for Wayne State University’s students registered with Student Disability Services. Other duties include assisting with management of the front desk to address students’ needs and concerns. Position duties require the application of specialized skills and knowledge relating to support of students with disabilities. Reports to Director, Student Disability Services.

Essential Job Functions	% Time
Assists the Testing Coordinator with testing requests and communications with faculty regarding student appointments, reminders and follow-up communications as needed.	25%
Supports review of all exam appointment requests from students, communicates follow-up questions as needed.	20%
Administers and proctors exams for students registered with Student Disability Services and ensures compliance with testing procedures.	15%
Collects confidential exams from instructors and protects the integrity of each exam.	15%
Assists Testing Coordinator and Student Disability Services Director with collection of data specific to the testing process.	5%
Ensures that all Student Disability Services testing resources such as adaptive technology and software are updated.	5%
Works collaboratively with the Director and departmental staff to develop and implement programming to assist students in meeting academic goals.	5%
Assists with management of front desk inquiries regarding Student Disability Services.	5%
Performs other related duties as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education

Education High school completion (or GED)

Experience

Requires 3 or more years' experience working with post-secondary students with disabilities and administering tests to students in a college or university testing office.

Knowledge, Skills and Abilities

- Comprehensive knowledge of the Americans with Disabilities Act, its regulations and other disability rights laws.
- Detailed knowledge of college-level accommodations.
- Proficient skills in MS Office suite applications and accessible technology (i.e. screen readers, text-to-speech software, etc.).

WORKING CONDITIONS

Normal office environment.