AUBURN
Human Resources

Mgr, Testing Services

Job Description

JOB INFORMATION

Job Code	AA54
Job Description Title	Mgr, Testing Services
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Manages the Biggio Center Testing Services and assists in setting the strategic vision and direction for the growth of the Center.

RESPONSIBILITIES

- Assists the Director with activities related to establishing institutional structure and oversight that includes organizational analysis, budget preparation and monitoring, and site visits to peer institutions.
- Tracks projects through phases, requirements/scope development, estimating budgeting, planning, design, procurement, and assessment.
- Manages the assessment and evaluation of the effectiveness of programs and program staff.
- Provides the leadership to improve the team and to identify and resolve any issues preventing successful project execution.
- Assist the Director with public relations, communications and marketing efforts.
- Develops relationships with University constituents/clients to include state and national groups as appropriate to advance the mission of the University, as well as the goals and objectives of Biggio Testing Services.
- Develops and initiates efforts to continually improve upon existing departmental processes and procedures, including grant writing to support staff development.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline	and	5 years of	Experience in academic/vendor-based testing, fiscal management and budget planning/modeling. Must have 1 year experience supervising and/or mentoring full-time employees.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of testing services operations, fiscal management and organizational design.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.