

**PANOLA COLLEGE  
JOB DESCRIPTION**

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| <b>JOB TITLE:</b> | Testing Lab Coordinator | <b>FLSA status:</b> | Exempt |
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| <b>DEPARTMENT:</b> | eLearning | <b>REPORTS TO:</b> | Director of eLearning |
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**Position summary:** Under indirect supervision, the Testing Lab Coordinator assists in providing testing services in the eLearning department in support of distance education faculty and students. This position reports directly to the Director of eLearning, assisting him/her with other duties as assigned.

**Position responsibilities:**

- Coordinate and implement testing procedures and services.
- Proctor tests and other activities in the eLearning Testing Center.
- Monitor eLearning Open Lab and other departmental labs as needed.
- Supervise development and maintenance of Testing documents and records.
- Coordinate testing services with other departments.
- Schedule labs for instructor-proctored testing.
- Maintain confidentiality of student and instructor records/information and procedures.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree preferred with at least 2 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Strong technology skills, including knowledge of Microsoft Office Suite and Google tools.
- Ability to adapt quickly to software and technology changes.
- Basic knowledge of technology troubleshooting tasks.
- Ability to work independently.
- Ability to work in a collaborative work environment.
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.