

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Testing Lab Facilitator	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Distance Learning	<b>REPORTS TO:</b>	Dean of Distance and Digital Learning
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**Position summary:** Under indirect supervision, the Testing Lab Facilitator assists in providing testing services in the Distance Learning department in support of distance education faculty and students. This position reports directly to the Dean of Distance Learning, assisting with other duties as assigned.

**Position responsibilities:**

- Coordinate and implement testing procedures and services.
- Proctor tests and other activities in the Distance Learning Testing Center.
- Supervise development and maintenance of testing documents and records.
- Coordinate testing services with other departments.
- Assist with scheduling labs for instructor-proctored testing.
- Assist with coordination/training for video conference classes and tutoring.
- Assist with other departmental documentation and projects.
- Maintain confidentiality of student and instructor records/information and procedures.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Associate'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, Google Tools, and video conference software.
- 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.