



## JOB DESCRIPTION

<b>Job Title:</b> HiSET Test Administrator	<b>Department:</b> Adult Basic Education
<b>Reports to:</b> The HiSET Chief Examiner	<b>Job status:</b> Part Time

### JOB SUMMARY

The HiSET test administrator is responsible for administering HiSET tests at a given testing location. The HiSET test administrator should be dependable and trustworthy, able to manage multiple testing related tasks at once. The test administrator is responsible for upholding the integrity of the HiSET program by effectively organizing and overseeing the test administration process.

The part time schedule is created monthly and communicated with as much advance notice as possible. There is a possibility of weekday, evening, and weekend shifts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Duties and Responsibilities

- Verify the identity and eligibility of each HiSET test taker.
- Maintain testing surveillance logs, seating charts and other documentation as required.
- Maintain the security of all testing materials.
- Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area.
- Conduct testing sessions in accordance with ETS policies and procedures as set forth in this Program Manual and in any supplemental memoranda from ETS.
- Control testing sessions by following all ETS policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for test takers with disabilities or health-related needs.
- Adhere to ETS policies regarding preparing and submitting testing materials for scoring.
- Inform the Chief Examiner and/or State Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing, by using a Test Administrator Irregularity Form.
- Conduct investigations into test compromises and testing irregularities; follow ETS policies and procedures for reporting these irregularities.
- Provide information about accommodations that are available and provide accessible testing with approved accommodations for test takers with disabilities or health related needs.
- Attend appropriate examiner meetings sponsored by the jurisdiction.

- Cooperate in research and surveys sponsored by ETS or by the State Administrator. Provide information about the HiSET to civic groups, adult educators and high school counselors.
- Maintain testing area to ensure that a suitable testing environment is available for students and that all shared space is left in an appropriate condition.
- Other tasks as required

### EDUCATION & RELATED WORK EXPERIENCE

**Education Level:**  
(minimum & preferred educational requirements necessary to perform this job successfully)

High School Diploma or Equivalency required

**Years of Related Work Experience :**  
(minimum & preferred related work experience necessary perform this job successfully)

2-3 Years related experience, experience in a customer service environment, and/or experience in an education environment working with students and/or adults preferred.

### REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
Experience in Adult Education		<b>X</b>
A strong command of computer skills.		<b>X</b>
Strong organizational and time management skills	<b>X</b>	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students alike	<b>X</b>	
Time Management and demonstrated ability to meet deadlines	<b>X</b>	
Strong written and verbal communication skills	<b>X</b>	
Demonstrated ability to work under pressure	<b>X</b>	
Able to answer to multiple demands from multiple directions simultaneously in a strength based manner	<b>X</b>	
Able to deal with confidential information on a daily basis and must respect the nature of the data	<b>X</b>	
Skill in operation of general office equipment (fax, copier, scanner, multi-line phone system, etc.)		<b>X</b>
Flexible and adaptable in various situations and environments	<b>X</b>	
Able to travel to satellite locations		<b>X</b>
Speed of Closure-Ability to quickly make sense of, combine, and organize information	<b>X</b>	
Work as part of a team	<b>X</b>	
Participate in local and state activities and professional development	<b>X</b>	

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

**(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:**

**Revision Date:**

**Supervisor: I have approved this job description and reviewed it with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Human Resources:**

Signature:

Date: