Center for Academic Services and Advising  
Testing Center Coordinator

Colorado School of Mines invites applications for the position of Testing Center Coordinator. Under the direction of the Associate Director for Disability Services (ADDS), within the Center for Academic Services and Advising (CASA), the Testing Center Coordinator will coordinate all Testing Center services and set the strategic vision and direction for the expected growth of the Center. The Coordinator will also actively engage in departmental programming and academic support for students registered with Disability Support Services and those who seek academic support through CASA.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5400 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: The Coordinator responsibilities include, but are not limited to, the following:

- Oversight of test administration offered through Testing Center. Schedule use of the Testing Center, resolve schedule conflicts or errors, and proactively assist faculty with use of the Testing Center.
- Solicit, hire, train, supervise, and schedule proctors for the Testing Center. Train staff on all matters related to Testing Center use including establishment of emergency procedures such as medical response protocol.
- Train/assist students using the Testing Center. Assist with proctoring when necessary.
- Proactively communicate with students and faculty to confirm all accommodations and requests are appropriately met.
- Collaborate with the ADDS to revise, develop, amend, and administer institutional and academic disability policies or procedures as necessary to conform to state and federal laws and regulations.
- Work with the ADDS to proactively address, remedy, or respond to a student or campus issue(s) related to disability support services.
- Manage procurement of supplies and office furniture or materials needed for the Testing Center. Utilize budget to procure appropriate assistive technologies, hardware, software, and furniture respective to presenting need or disability.
- Coordinator must act autonomously and be readily available for testing errors, conflicts, issues, or failures, even after hours. As the vast majority of tests occur after 5pm, the Coordinator must be available (in-person or remotely) to assist, support, proctor, and resolve testing issues or Testing Center emergencies, and discern appropriate course of action when faculty are unavailable.
- Coordinator will take the lead in academic coaching for students registered with Disability Support Services, as well as other students who seek coaching from CASA.
- The Coordinator will be responsible for managing Testing Center records and database. This database houses documents containing HIPPA protected information. Update and manage the Testing Center website.
- Collaborate with other campus entities and outside agencies including computing personnel on assistive technologies, legal counsel on law and regulation, faculty leadership on educational needs, and others as needed.
- Oversight of Testing Center that includes budget management and fiscal record management, internal and external communication needs including Center awareness or customer assistance, procurement of Center equipment, and stewardship of Center technologies or software.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in
settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

**Qualifications:** Bachelor's degree from an accredited four-year institution and moderate amounts of related, commendable professional experience related to the position are required (e.g. student disability support services or student advisement). The successful candidate must be competent with Microsoft Office, Microsoft Access and Adobe software and should have working knowledge and familiarity with ADA and HIPPA requirements. Candidate must have outstanding communication and interpersonal skills and the ability to work with an array of varying constituents effectively. Ability to supervise and train employees.

**Preferred Qualifications:**
- Master's degree from accredited institution in a related field (e.g. educational administration, higher education, special education, educational psychology, social work, etc.).
- Significant professional experience within higher education in a student support, student advisement, student mentorship, academic coaching, or equivalent role/position.
- Demonstrated professional experience with disability support services or with students with disabilities.
- Demonstrated management experience including fiscal management, organizational design and growth, as well as office workflow or operating processes.

**Compensation:** Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines' mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

**How to Apply:** Applicants must send a letter of application and résumé addressing the position's requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Search #16-420170, Human Resources Office, Search 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at [fsearch@mines.edu](mailto:fsearch@mines.edu). If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by July 18, 2016.