



Want to work for a University Worth Discovering?

**WESTERN NEW MEXICO UNIVERSITY'S
ADULT EDUCATIONAL SERVICES DEPARTMENT
IS RECRUITING FOR A
TESTING SPECIALIST
(Job Code 356/Full-Time/Non-Exempt)**

RESPONSIBILITIES: Under general supervision of the Acting, Assistant Dean/AES Program Support Manager, performs a variety of functions and tasks to assist students prepare and take national and local educational testing. This full-time position coordinates, schedules, organizes and administers a variety of local and national educational tests to determine student's ability to perform academically; schedules and registers students for participation; provides participating students with test instructions and testing materials/supplies; monitors and/or proctors testing to ensure adherence with testing requirements, policies and procedures; reviews test results for acceptable completion by student and forwards results to appropriate local and state agencies; maintains department files and records of student results; schedules student for follow up tests as necessary due to prior performance; performs a variety of administrative support activities for the department; provides assistance and guidance in response to inquiries both in person, written and via telephone; works cooperatively and in conjunction with local community schools and social service agencies for distribution of test schedules to ensure timely notification of testing dates, times, locations and requirements; prepares a variety of reports of department activities; maintains department files to ensure completeness and accuracy of all information; participates in regular department meetings to discuss issues, concerns and upcoming events; performs a variety of secretarial support activities for assigned staff i.e.: screens calls, letters and/or visitors; organizes files and records; provides follow up of pending issues/concerns; composes and types routine letters and other correspondence; prepares and processes purchase requisitions; provides information and assistance to a variety of inquiries; compiles data for operational and budgetary reports and performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE: High School Diploma, GED or High School equivalent. Experience equivalent to two years full time administrative work including responsibility for maintenance of confidential records; OR completion of a post high school course or program in Office Management, or closely related field may substitute for one year experience. Successful professional experiences with groups from diverse backgrounds and proficiency in Spanish preferred.

RATE OF PAY: \$8.25 per Hour – GRANT FUNDED

TO APPLY: Submit a WNMU online application, a cover letter, a resume, a copy of High School Diploma or GED equivalent or copy of unofficial college transcripts, and five references with addresses and telephone numbers to: Western New Mexico University, Human Resources Department, P.O. Box 680, Silver City, NM 88062 (*The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is through the downstairs doors only due to the current construction upstairs and the building is directly behind the School of Nursing building*). The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Review of application materials will begin on Monday, November 28, 2011 and continues until filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. Women and minorities are encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**