

**Job Classification:** Professional, Full-Time

**Length of Contract:** 12 months

**Compensation:** \*\*Grade 12 (\$45,004.80 - \$67,507)

**Reporting Relationship:** Vice President Student Success

*\*\*Please note: the minimum salary for this position is \$45,004.80 per year. Target beginning salary is \$57,000. Actual salary will be determined based on candidate's experience and education. The range indicated includes both typical hiring range and future progression.*

**PRIMARY ACCOUNTABILITIES:**

The Director of Academic Resources and Testing provides leadership and innovation in student support and testing resources to include, management of the Teaching and Learning Center; oversight of the Achievement Center and Regional Testing Center; management, development, and coordination of various testing procedures, processes, guidelines, schedules, comprising of student testing, entrance/placement tests, academic and professional credentialing and certifications, etc.; recommends and provides resources and materials for faculty and staff; and mentors students in improving their academic performance in order to achieve their educational goals.

**GENERAL STATEMENT OF FUNCTION:**

Under the direction of the VPSS, oversee operations and objectives of the Teaching and Learning Center, Achievement Center, and Regional Testing Center.

**PRINCIPLE RESPONSIBILITIES:**

Supervisory responsibilities:

- Classified, professional, instructional staff, and work studies associated with the Teaching and Learning Center, Achievement Center, and Regional Testing Center.
- Other designated MATC classified, professional, and instructional staff and faculty in the absence of the VP of Student Success as assigned.

Performance responsibilities:

- Supervise, support and manage team of staff to maximize employee performance and facilitate professional growth
- Evaluate the performance of staff personnel in assigned areas of responsibility.
- Serve as site coordinator/administrator for various placement and credential assessments, federal, state, and local standardized tests. Including, but not limited to GED, Pearson Vue, ETS, ASE Certified, Prometric, CLEP, DSST, MOS, ACCUPLACER, CASAS, ASE Student, NOCTI, ATI, and Kansas State CNA/HHA/CMA.
- Coordinate with campus staff, faculty, directors, and deans on various assessment and testing resources to include prepare testing schedules, coordinate staffing needs, resolve testing issues, and provide appropriate training.
- Assist students in meeting career objectives through improved academic performance while maintaining a center environment conducive to effective learning and assessment.
- In coordination with the Data Team, administer, manage, and maintain various assessment instruments and interpret scores for effective utilization and implementation of assessment

instrument. Compile and record student assessment data necessary for institutional reporting needs and effective faculty/student advising.

- Remain current in the utilization of assessment instruments, instructional resources, and technology by attending training sessions, seminars, and workshops.
- Provide students instruction in use of library catalog and online research databases; work sessions on the topics of résumé development, cover letters, and professional references
- Maintain center attendance and services tracking system.
- In coordination with the Marketing Committee, maintain center and testing webpages, promotional/education materials, and social media presence.
- Represent the college in a positive manner to the community, public organizations, and other entities.
- Responsible for developing, managing the budgets and supervising allocation of resources and expenditures.
- Participate in professional development activities and serves on college committees, to include but not limited to the Assessment Committee, supporting the goals and objectives of the college.
- Complete other duties as assigned by VPSS

**PRIMARY SKILLS/QUALIFICATIONS:**

- Bachelor's degree in education, library science, or related field.
- Two years' experience in an instructional resource support position or as an instructor in post-secondary education.
- Experience in post-secondary or adult education preferred.
- Knowledge and experience with web-based and computer-based testing.
- Familiarity with student database systems and learning management system, particularly Jenzabar and Canvas.
- Effective oral and written communication skills.
- Ability to work collaboratively with the college's administrators, external constituencies, faculty, staff, and students
- Display a student-centered approach.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Self-motivated and able to work effectively independently and as part of a team while maintaining an even temperament and sense of humor
- Highly organized and accurate with great attention to detail
- Ability to multi-task and manage multiple projects and adhere to deadlines
- Ability to maintain confidentiality
- Ability to work evenings and weekends may be required

**PHYSICAL DEMANDS:**

- Ability to sit for extended periods.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to work occasional evenings.
- Ability to speak, observe, hear, and maintain hand/eye coordination
- Ability to lift up to 25 pounds

**WORK ENVIRONMENT:**

- Professional and deadline-oriented environment in an educational setting.
- Interact effectively and professionally with students, staff, faculty, and guests.
- Display a student-centered approach.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of classified staff with a 90- day probationary period.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.

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Employee Signature                      Date

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Supervisor Signature                      Date