April 11, 2019

ANNOUNCEMENT OF POSITION OPENING

POSITION: TESTING SPECIALIST (CCP-15, 12-month, tenure track position).

ANTICIPATED STARTING DATE: July 2019

MINIMUM QUALIFICATIONS: A Bachelor’s degree in an appropriately related field together with two years of experience in the following areas: Computerized placement testing; Administering and programming the ACCUPLACER Placement Exam; Working with computer software; Communicating effectively with diverse populations of students and academic departments

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

DESIRED QUALIFICATIONS: Ability to communicate and work effectively with an ethnically and culturally diverse campus community, including the demonstrated ability to respond to and work with diverse and varied student populations.

PREFERRED QUALIFICATIONS: Certification for CLEP, ACCUPLACER and TEAS testing.

RESPONSIBILITIES: Under the direction of the Director of Academic Support, the Testing Specialist performs assessment testing of students’ basic academic skills at a College. The Testing Specialist is responsible for test administration, which includes conducting placement tests and similar assessment instruments; being the institution’s offsite proctor; training and supervising proctors; evaluating test results and reporting student placement; collaborating with Director and faculty to set cut scores for placement tests; compiling data and developing reports on test scores using the computer-based system Accuplacer Banner Bridge. This individual will also be responsible for the coordination and scheduling of tests as well as managing the daily operation in order to run the lab efficiently.

In addition to the accountabilities listed above, the Testing Specialist is required to carry out the essential duties of attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings. All of these may involve attendance at evening or weekend events.

STARTING SALARY: $49,516 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: Submit a cover letter, resume, BOR Application and three (3) letters of professional reference to:

Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

Electronically submitted packets preferred to Msirois@gwcc.commnet.edu

Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE: The committee may begin review of applications as early as April 18, 2019. Interviewing will commence at scheduled times beginning no earlier than Monday, May 13, 2019. References will not be contacted without authorization from the applicant.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A BOR application can be found on our website at Application.

Visit GCC’s website at www.gatewayct.edu

Continuing Notice of Nondiscrimination Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

Gateway Community College is an Affirmative Action/Equal Opportunity Employer, M/F.

PC# TBD