



Example of Test Administrator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of test administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for test administrator

- May assist with copyright permissions and scanning
- Enter and apply revisions to items into the item banking system, run reports from the item banking system
- Assist with processing candidate inquiries
- Use workflow management tools for test creation and scoring
- Suggest process improvements to achieve shorter cycle time, reduced costs, greater customer satisfaction and quality maintenance
- May train Test Creation Administrators and other staff as necessary in the use of the item banking system
- Perform general administrative functions as required in support of test creation
- Handle logistics for group, internal or team meetings under direction of supervisor
- Enter data, update and maintain existing records, logs, files and forms
- Apply and/or suggest edits to documents, presentations and spreadsheets

Qualifications for test administrator

- Must have ability to develop EXCEL spreadsheets and manipulate data to provide information for weekly test preparation
- Must be able to become a DoD Certified Test Administrator
- Needs to speak/understand conversational French

- Requires either a Bachelor's degree with 1-2 years of relevant work experience OR an Associates degree with 3-4 years of relevant work experience
- Must have the ability to develop Excel spreadsheets and manipulate data to provide information for weekly test preparation