Our company is growing rapidly and is hiring for a test administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for test administrator

- Develop textual descriptions of imaged-based content
- Adapt test questions to meet accessibility standards in accordance with client requirements
- Assist in developing paper test formats and implement item accessible features for a program or program
- Coordinate assignments to vendors and monitor the completion and quality of their work according to schedule and specifications for braille and audio
- Use test assembly software to review functionality of items tagged for accessibility in the assembly of tests or pools of items and work with colleagues to ensure test forms are accessible
- May assist in preparing alternate text for test-related materials for publications such as descriptive or instructional brochures
- Assist with preparation and monitoring of schedules for producing tests and test-related deliverables
- Assist in preparing project plans and reports on issues related to a testing program
- Complete light housekeeping duties such as sanitizing keyboards after each candidate has finished their examination
- Assist in the development, optimization, and maintenance of lab equipment and procedures including mechanical and software applications as it pertains to testing requirements

Qualifications for test administrator

- Must be comfortable in a quiet testing environment, hear soft voices and see details from a distance
- Technical degree from an accredited college or university
- Experience working in a fast-paced environment where complex operations must be performed in a time critical fashion with high quality
- Must be available to work extended hours and some weekends as needed
- Must be able to lift up to 50 pounds unassisted
- Desktop Image Management