Staff Vacancy

Position: The University of Louisiana at Lafayette invites inquiries from qualified individuals for the position of Testing Supervisor at the UL Lafayette Counseling & Testing Center.

Responsibilities: Plans, organizes and directs administrative activities relating to all testing programs. Establishes and manages professional testing partnerships with local, state, federal, national and international testing organizations. Administers and scores psychological, academic, and standardized tests; maintains test security; ensures implementation of appropriate policies; procedures and regulations; directs activities of the University Testing Center; configures and maintains testing websites. Utilizes appropriate computer software, maintains confidentiality, recruits, trains, and supervises staff personnel, monitors income generated from testing, maintains knowledge of federal guidelines on American Disabilities Act (ADA).

Qualifications: Minimum of a Master’s degree in counseling or related discipline with an interest in the college/university community. Knowledge of the skills required to understand multiple technical platforms, systems and software, as well as the ability to manage multiple technical testing projects, knowledge of computer-based testing administration and procedures. Supervisory and training experience preferred. Candidates with post degree experience who exhibit attributes that enable them to maintain effective interpersonal relationships and communicate with a wide range of university students, faculty, staff, and administrators is considered a plus.

Administrative Unit: The University of Louisiana at Lafayette is a comprehensive, coeducational, public institution of higher education offering bachelors, masters, and doctoral degrees. Enrollment is approximately 18,000 students. The Counseling and Testing Center is one of 13 departments within the Student Affairs Division that is headed by the Vice President for Student Affairs. The Counseling & Testing Center reports to the Dean of Students.

Salary: Dependent on qualifications and experience.

Starting Date: TBD

Applications: For initial consideration, applicants should send a cover letter, résumé, and the names and contact information of three references to:
Kristy D. Fusilier, PhD, LPC, Assistant Director
Counseling & Testing Center
University of Louisiana at Lafayette
P. O. Box 44010
Lafayette, LA  70504

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