

Job Opening at SRSU

Director of Career Services and Testing

Department: Career Svcs/Testing

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Job No. 10-25A

Appointment Date Until filled

Salary \$37,564

Required Master's degree in Student Personnel, Education, Psychology, Sociology or related field; experience in an educational setting working with people of diverse backgrounds.

Preferred Two years of experience at the post-secondary level; experience with testing administration.

Primary Administer the University testing program which includes administration Responsibilities of all standardized national tests offered at the University for admission and assessment; administer and evaluate placement examinations for new students and provide proper documentation for Advisement of said students; maintain all test files, records and test security; responsible for ordering testing resources and providing reports and documentation as required by testing companies; administer and maintain all other testing materials as appropriate, such as personality inventories, academic and study skills assessments, and vocational inventories; supervise temporary test administrators and proctors; prepare and present programs and workshops to university groups; provide individual and group career counseling and assessment which includes the administration and interpretation of vocational inventories; develop and maintain a career resource library; maintain local, regional and national job boards pertinent to student needs; publish monthly newsletter and job bulletin; maintain office website to include data on testing, job fairs, job postings, and career resource links; produce a job fair each semester and facilitate on campus recruiting; communicate with recruiters via fax, phone, email, or mail; committee work as assigned.

Other Information This position is security sensitive.

About SRSU Sul Ross State University, located in [Alpine, Texas](#), is a member of the Texas State University System. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor's and master's degrees, and has an enrollment of approximately 2,000 students on campus in Alpine.

At an elevation of 4,480 feet in the scenic Davis Mountains of West Texas, and on the periphery of the Chihuahuan Desert, Alpine enjoys mild winters and cool summers. Davis Mountain State Park, Fort Davis National Historic Site, Big Bend National Park and Guadalupe National Park are all within one to three hours' driving distance from Alpine.

See <http://www.sulross.edu>

How to Apply Submit letter of interest, resume, contact information for three references and completed Sul Ross application to Human Resources Director, Sul Ross State University, Box C-13, Alpine, TX 79832. Phone (432) 837-8058; fax (432) 837-8244; e-mail suez@sulross.edu. Applications accepted until the position is filled.

Texas Law requires a 90 day waiting period before new state employees are eligible to enroll in health insurance.

Application <http://www.sulross.edu/docs/hr/staff-application.dot>

Instructions <http://www.sulross.edu/docs/hr/appins.pdf>