



**Job Specification**

**Job Title: Psychometrist**  
**BCAT Code: 608X AA**  
**Pay Grade: G10**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs administrative work involving the coordination and supervision of testing activities of institutional and national testing programs.

**Examples of Duties**

- Administers and coordinates institutional and national testing programs.
- Determines test dates.
- Ensures proper space availability.
- Supervises support staff involved with testing.
- Assures test guidelines are being maintained.
- Facilitates scoring and reporting of tests.
- Administers national testing programs.
- Maintains files and responds to inquiries about tests.
- Corresponds with test applicants.
- Maintains testing inventories.
- Orders needed materials for test administration.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of testing methods.
- Knowledge of computer software and operation.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.

**Minimum GSU Hiring Standards**

Bachelor's degree; or a high school diploma or GED and four years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*