

Certification Coordinator

The Certification Coordinator provides support of certification exam activities. Primary responsibilities include activities related to candidate testing, eligibility, certification exams and renewals.

- Manages exam administration including exam dates, testing center arrangements and proctor confirmations.
- Responsible for communications with applicants regarding application and certification status and results.
- Work with members to develop questions for education products (practice exams, on-line learning, self-assessment products, pre/post tests, etc)
- Works with other staff to coordinate question writing activities
- Staff liaison for assigned committees charged with coordinating products related to item writing
- Uses project management tools to track item writing assignments
- Organizes and maintains bank of test questions
- Assists in training volunteer members for examination-related programs

Qualifications:

- Minimum of a bachelor's degree and 2 years of experience in certification or related field.
- Strong computer skills and a facility for excellent customer service are both a must.
- Strong attention to detail, project management, ability to work in a fast paced environment, ability to shift priorities and top notch organizational skills.