

## JOB ANNOUNCEMENT

[Florida Memorial University](#) (FMU) is seeking a full-time *Testing Coordinator* who will report to the Interim Director/Associate Director for the Centers for Academic Support and Retention. The position is based in Miami Gardens, FL.

Responsibilities will include managing the Testing Center, overseeing the administration of exams for academic courses (placement) licenses, certification for graduate and professional school entrance. The Coordinator provides required and requested testing accommodations for faculty, students and guest while establishing /maintaining working order /integrity of the Testing Center. The position requires a Bachelor's degree with one (1) to three (3) plus years of experience directly related to the duties and responsibilities specified. Experience in higher education and master's degree preferred. Extensive hours and weekends will be required at times.

### *To Apply*

Qualified applicants are asked to submit a cover letter of interest, resume/curriculum vitae, and/or certifications, if applicable.

### *Supplemental Information*

In addition to the completed application, candidates must submit a list of three professional references from wage-documented previous employer(s) that includes names and contact information, complete background screening, provide reference checks and interview. Additional inquiries must reference *Testing Coordinator* in the subject line of your email to [hr@fmuniv.edu](mailto:hr@fmuniv.edu). Review of application materials will begin ASAP and will continue until the position is filled. **No phone calls please.**

**Florida Memorial University is an Equal Employment Opportunity Employer.**