# ISSUED Unknown

**REVISED January, 2005**

# SUPERSEDES

# TITLE Psychometrist CLASSIFICATION GRADE 05

#  SPECIALTY GRADE 26

### BASIC FUNCTION AND RESPONSIBILITY

Administer, score and interpret the quantitative data of psychological tests for hospital patients and/or college students.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Administer psychological tests: intelligence, aptitude, organicity, and achievement tests.

Administer and record test results.

Interpret test results against standard norms and limitations to determine validity and reliability.

Research and consult on test selection and usage.

Order and maintain manuals, scoring keys, forms and answer sheets.

Provide test information to appropriate individuals.

Prepare profiles of test subjects.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

##### SUPERVISION RECEIVED

Supervision is received from a Director, Assistant Director or other designated official.

##### SUPERVISION EXERCISED

No supervision is exercised.

#### QUALIFICATIONS

A Bachelor's degree or equivalent combination of education and experience is required; a Master's degree is desirable.

Some (6 months – 1 year) experience administering psychological tests is required.

Must be proficient in computer software applications.

Excellent written and verbal communication skills are required.

Some experience in student personnel, counseling and/or teaching is desirable.