

Position:	Evaluator	Position Control:	
Department:	Academic Records, Student Services	Position Class:	Student Support Non-Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Director of Admissions and Records	Salary Range:	24
Educ. Admin.:	VP Student Services	Hours per week:	40
Date Established:		Months per year:	12
		FLSA Status:	Non-Exempt

## **DEFINITION**

Under general supervision, performs a variety of complex technical duties involving the evaluation of student records and transcripts for graduation, transfer, and certification requirements; development and maintenance of transfer credit in Degree Audit system; perform clerical duties involving records maintenance and enrollment; provide technical assistance and information to students, staff, and the public.

## **CLASS CHARACTERISTICS**

The incumbent in this position performs work with minimal supervision and with a high degree of accuracy in the planning, organizing, and carrying out of a student transcript evaluation program and performs specialized records functions with a considerable degree of independence. The incumbent has a high frequency of contact with staff, students, and the general public requiring tact and good communication skills.

## **REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Evaluate student records and transcripts for completion of degree requirements, placement recommendations, and completion of general education requirements for admission to other colleges and universities; interpret course descriptions, analyze transcripts for courses and units completed, course level, content, unit value, and grading system from catalogs, written communication, and various electronic references.

Determine equivalency of courses completed at other educational institutions; check for course repetitions, prerequisites, and courses taken out of sequence; verify accreditation of other educational institutions attended by students.

Coordinate, with input from the Veteran's counselor, the entry of credit recognized for completion of military service in accordance with recommendations of the *American Council on Education*.

Review non-traditional education materials for possible granting of college credits.

Review, analyze and prepare various student petitions, including academic exceptions and renewals.

Coordinate printing of certificates and awards with the Admissions and Records Technicians.

Participate in meetings regarding student petitions and provides resource information.

Record and maintain information on an evaluation database to respond to student inquiries and tracks completed and pending evaluations.

Prepare general education certifications for California State University Breadth and Intersegmental General Education Transfer Curriculum.

Analyze student records to determine general education pattern and the application of college courses and “pass along” courses.

Interpret and communicate policies regarding evaluation and general education certification for counseling and advising staff and students.

Research college course descriptions and forwards to students or other schools as requested.

Work closely with counselors and advisors developing and interpreting the Degree Audit system. Develop course equivalencies to input into Degree Audit system along with a process to link to the Student Information System (Banner); scribe degree, certificate and general education requirements into the Degree Audit system; assist in the troubleshooting and testing of the system.

Perform a variety of specialized clerical duties such as filing typing, data entry and retrieval, reception and general office support. Compose and mail correspondence.

Perform other related duties as requested or assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

**Education and Experience:** Associate Degree or equivalent and three (3) years of work experience in a college or other environment working with college degree programs, students or student records. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

### **Desirable Qualifications**

Work experience with Banner and DegreeWorks.

### **Personal**

Ability and desire to work effectively with students, staff and the public.

Show initiative, poise, good judgment and tact.

Oriented in customer service.

Flexible in assuming other assignments as the need arises.

### **Knowledge of**

Research methods and techniques and proper techniques of evaluating transcripts.

Principles of student recordkeeping pertinent to community colleges and computer programs necessary to maintain records.

Basic math and accounting methods.

Effective methods of working with the public.

Effective written and oral skills.

Computer applications such as databases, Word, Excel, e-mail and internet browsers.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data entry and retrieval to maintain records of grades, grade changes and cumulative statistics.  
Statutory limitations applied to student academic petitions.  
Organizational and prioritizing skills.  
Accurate recordkeeping operations and guidelines.

### **Ability to**

Learn District processes and procedures, rules, laws and regulations.  
Learn District programs and services offered to students.  
Learn registration procedures and academic support services.  
Read and interpret laws, rules and regulations.  
Interpret and apply established principles of student recordkeeping.  
Keep files current, accurate, or in order.  
Make mathematics calculations quickly and accurately.  
Exercise independent judgement and interpretive ability in the performance of assigned tasks.  
Be efficient and well organized.  
Work confidentially with discretion.  
Work independently.  
Follow guidelines and directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively with students and staff, including group presentations, by telephone, face-to-face and in writing.  
Meet the public, students, faculty and staff cordially and effectively.  
Provide customer service.  
Learn requirements of California Student University, University of California and other higher education institutions.  
Learn to determine requirements within California Community Colleges System eligibility for degree and transfer.  
Understand and explain the procedures for issuing official transcripts of student records.

### **WORKING CONDITIONS**

Assignments are typically 40 hours per week and 12 months per year.  
May require over-time or evening hours throughout the year.  
Work is generally performed indoors but may involve traveling outside of the District to complete assignments or for research, workshops, training or meetings.

### **Physical Requirements**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Stand for long periods of time.
6. Ability to lift and carry 25 pounds such as paper and reports.
7. Ability to bend and reach to retrieve and file supplies, equipment and documents.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **Environment**

Community college campus serving a diverse student population and with an emphasis on student success. Work is generally performed in a busy office environment providing direct student service and meeting varied deadlines.

## **SUPERVISION**

Direct supervision is received from the Director of Admissions and Records. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

## **PAY RANGE**

Range 24 on the Classified Employees Salary Schedule/Non-Exempt.