

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Academic Evaluations Specialist

BASIC FUNCTION: Under the direction of the area Administrator, performs tasks related to the evaluation of student academic records as they pertain to college degree and certificate requirements, course prerequisites, and college transfer requirements.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable - no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Analyzes and evaluates student records, transcripts, course descriptions, course sequencing, program, certificate, and transfer requirements, course level, and formal detailed evaluations of incoming transcripts, unit values and grading systems.
2. Researches student coursework from other colleges to determine equivalencies to RCCD coursework utilizing various resources such as online proprietary databases, college catalogs, and other public websites and archives. This provides counselors and students with information about prerequisite values, placement recommendations, and certifications for transfer (IGETC and CSU breadth) and credit aware information for Advanced Placement, International Baccalaureate, CLEP, military credit, and foreign coursework.
3. Evaluates student applications for certificates and degrees, notifies student of status and eligibility for completion, tracks student to completion or cancellation, awards (posts) student degrees and certificates to the student's academic record.
4. Conducts program-specific evaluation to validate eligibility for non-evaluative selection process into impacted programs.
5. Verifies registered nursing student eligibility for state licensure.
6. Verifies the accuracy of information which is reported on student transcripts and degree audit. Report inconsistencies to Senior Evaluations /Specialist. Authenticates the coursework to meet the requirements for the completion of degrees and certificates utilizing degree audit for courses taken within RCCD and other available resources for courses taken at other institutions.
7. Meets with Information Services (IS) on a regular basis to discuss and improve processing and reporting issues.
8. Reviews and assesses requests for adjustments to student academic records in compliance with state regulations, district policies, and with the best interests of students in mind.
9. In collaboration with Senior Evaluation Specialist, serves as a resource to students, academic counselors, Matriculation Specialist, and other student service staff.
10. Maintains currency in field through participation in external and internal training, conferences, and through other means.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: An associate's degree or 60 units of college coursework from an accredited institution is required. Additional qualifying experience may be substituted for one year of full-time experience equaling 30 semester units of college.

EXPERIENCE: Two years of directly related experience working with academic records in higher education is required.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF: Knowledge of college academic policies and procedures, including graduation and transfer requirements.

ABILITY TO: Speak a foreign language is desired; maintain confidential and comprehensive files and records; possess a familiarity with college curriculum; communicate orally and in writing; make sound judgments and decisions; perform mathematical calculations rapidly and accurately; establish and maintain effective working relationships with other staff, student, faculty and the public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, faculty, academic administrators, academic counselors, articulation officers and evaluators from other colleges, student and part-time workers, students, and other general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact 222-8039.