

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Senior Academic Evaluations Specialist

BASIC FUNCTION: Under the direction of the area Dean/VC, provides coordination and determines workflow for the Evaluations Office. Serves as liaison with Information Services, Matriculation, and Academic Affairs in determining policy and procedures that will involve the Evaluations Office; responsible for writing policies and procedures and implementation of new regulations as pertains to the evaluations process; development and implementation of evaluations role in Degree Audit program; training of evaluators; assists in decision-making process for policies and procedures as pertains to academic records and evaluations processes; performs tasks related to the evaluation of student academic records as they pertain to transfer and college degree and certificate requirements.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Provides coordination, training and reviews evaluations of staff work; provides advice, knowledge, and expertise in a variety of subjects pertaining to academic records at RCC and other colleges for evaluations staff; plans and assigns special projects to evaluations staff.
2. Assists area administrators, in decisions as they pertain to student academic records, evaluation processes, and policies and procedures for graduation; works closely with IS Department in the review of Datatel processes, correction of records, and implementation of new procedures into Datatel; determines how new policies/procedures will be implemented in Evaluations office.
3. Participates in the evaluation for AA/AS degrees, certificates, CSU General Education (GE) breadth requirement certification, and Intersegmental General Education Transfer Curriculum (IGETC); completes evaluation of unofficial documents for the Matriculation challenge of prerequisites.
4. Trains and audits work of new evaluators and hourly staff; plans their training schedule and sets goals for work accomplished; periodic auditing of work of all evaluators, and writing training/procedure manuals for staff; updates evaluators of changes in policies/procedures, and determines how evaluations staff will incorporate changes in work routine; holds regular staff meetings to ensure team consistency in work performed; provides in-service training on evaluations procedures to counselors as requested, A&R and counseling classified staff as needed.
5. Determines underlying issues for students who seek help from Evaluations Office; evaluates situation, researches the facts, and presents options for solutions to Articulation Officer, District Dean of Admissions, faculty, and administrators as appropriate in resolution of problems for students.
6. Represents the Evaluations Office as lead evaluator to Counseling, Articulation Officer, Curriculum Committee, Information Services, Public Affairs Office, academic department chairs, and evaluators from other colleges in problem solving, providing technical assistance and guidance, and dissemination of information about functions of the Evaluations Office; serves on the Degree Audit Committee, Datatel Transition Committee, special project committees as needed, and others as requested by area Dean.
7. Analyzes and evaluates student records, transcripts, course descriptions, course sequencing, program requirements, course levels, formal detailed evaluations of incoming transcripts, unit values and grading systems; performs academic renewals, initial and complete Credit-by-Exams for students in special

- programs; generate course substitutions and equivalency requests, post corrections for repeats, etc., to academic records.
8. Determines and validates equivalencies to RCCD courses, prerequisite values, placement recommendations, certifications for transfer IGETC and CSU GE Breadth, Advanced Placement, CLEP exams, Military credit awards, and foreign course credits accepted.
 9. Performs ad hoc queries, monitors workflow of office through monthly accounting of work completed, and generates statistical reports related to trend analysis and summative data from work completed in Evaluations Office for use of area administrators.
 10. Performs special evaluations for health programs in support of three major health programs; tracks all RN students from their second semester to completion of programs; provides pre-qualification of science courses.
 11. Reviews and determines status of applications; notifies students of status and eligibility for completion; maintains access database of graduates from which end-of-year reports are prepared; tracks students to completion or cancellation; orders and distributes diplomas and certificates to awardees.
 12. Synchronizes with student services for commencement for the rehearsal and commencement ceremony; participates in commencement planning meetings and activities; provides lists of potential graduates for rehearsal, bookstore and commencement program; designs brochures to inform graduates of commencement details; coordinates student check-in at rehearsal; orders diploma/certificate covers for commencement.
 13. Prepares letters, enters data to computer and purges files; reviews and logs in evaluation requests.
 14. Participates in District-provided in-service training programs.
 15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
 16. Performs other duties, related to the position, as assigned.

EDUCATION: An associate of arts degree from an accredited institution.

EXPERIENCE: Five or more years directly related experience as an academic evaluator at the college or university level are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: College academic policies and procedures, including graduation and transfer requirements.

ABILITY TO: Plan, implement, and train staff in policies and procedures; 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; speak a foreign language is desirable; establish and maintain effective working relationships with other staff, students, 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, students, other educational schools, outside agencies, vendors, student and hourly workers.

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 (951)222-8039.