

## **ACADEMIC EVALUATIONS SPECIALIST**

### **BASIC FUNCTION**

Performs a variety of technical and specialized tasks in the assessment of academic records such as transfer credits, general education certification, degrees, and certificates; conducts research to verify documentation; notifies students of eligibility; serves as a resource for admissions and records information.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification in the Evaluators series is responsible for independently performing specialized duties in support of the District's admissions and records programs. Employees in this classification exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Examines and evaluates student records, transcripts, course descriptions, certificates, transfer requirements, course levels, and related information; conducts a formal and detailed evaluation of incoming transcripts, unit values, and grading systems to determine whether the applicant meets the District's degree or certificate eligibility.
2. Validates the accreditation status of transfer colleges and universities; reviews and evaluates credential evaluation reports for foreign coursework, military service, and education, and nontraditional coursework for the purpose of granting credit.
3. Research student coursework from other colleges to determine equivalencies to District coursework utilizing various resources, such as online proprietary databases, college catalogs, and other public websites and archives.
4. Provides counselors and students with information about prerequisite values, placement recommendations, certifications for transfer, and credit award information for a diverse range of placement and credit programs, including military credit and foreign coursework.
5. Evaluates student graduation applications for certificates and degrees; notifies each student of status and eligibility for completion, tracks student to completion or cancellation, and posts student degrees and certificates to the student's academic record.
6. Conducts program-specific evaluations to validate eligibility for non-evaluative selection processes into impacted programs
7. Evaluates student athlete's transcripts for compliance with the National Collegiate Athletic Association's (NCAA) student academic eligibility for community colleges.
8. Evaluates and certifies veterans upfront/transcript evaluations for Counseling Student Education Plan (SEP) including, but not limited to, Joint Services Transcript (JST) and DD-214 review for additional certification requirements.
9. Updates, verifies, and manages the accuracy of academic records in the District's student information systems (SIS) to ensure the information is reported on student transcripts and degree audit for use by other stakeholders; reports inconsistencies to appropriate personnel.
10. Authenticates the coursework to meet the requirements for the completion of degrees and certificates

utilizing degree audit for courses taken within the District, and other available resources for courses taken at other institutions.

11. Validates completion of state mandated transfer degree requirements for students transferring to the California State University (CSU) system and updates automated system information.
12. Meets with Information Services (IS) on a regular basis to discuss and improve processing and reporting issues.
13. Reviews and assesses requests for adjustments to student academic records in compliance with state regulations and District policies.
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations and services of a comprehensive college admissions and records program.
2. A diverse range of programs available to students, including eligibility requirements and application processes.
3. Admissions and records policies and procedures.
4. Methods and techniques of assessing student records and transcripts for equivalency.
5. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
6. Academic catalog and college curriculum.
7. Website content development principles.
8. Research practices.
9. General business office administrative procedures.
10. Record keeping principles and practices.

### **Ability to:**

1. Provide specialized support to the District's admission and records programs.
2. Understand, interpret, and apply mandated and District policies, rules, and regulations in assigned program areas.
3. Maintains currency in admissions and records trends and policies through participation in external and internal training and meetings.
4. Audit and verify student admissions materials.
5. Calculate grade point average (GPA) for student athlete compliance and degree audit application purposes.
6. Evaluate documentation to determine eligibility for admission and/or program participation.
7. Research and apply program specific requirements to student application documentation.
8. Develop website content for assigned programs.
9. Establish and maintain filing, record keeping, and tracking systems.
10. Maintain confidential student files and records.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.

16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

An associate's degree and two (2) years of directly related experience working with academic records in higher education; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.