

Position: Admissions and Records Evaluator (Categorically Funded)	Salary Grade: 19
Department: Student Services	FLSA: Non-exempt

Summary

Under the direction of the assigned supervisor, 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 information, advice and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.

Essential Duties and Responsibilities

- Evaluates all student academic records in compliance with the California Education Code, Title V, Board Policy, Administrative Regulations and the College Catalog for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates course equivalencies, course substitutions, and other course prerequisite criteria to complete course prerequisite validation; functions as primary individual responsible for completing all student prerequisite validations.
- Monitors catalog regarding degree and certificate requirements, course additions and deletions, course numbers, titles, content and unit values; updates degree audit system accordingly.
- Calculate students number of transferable and/or degree applicable units and grade point average. May be expected to explain basis of evaluations made and provide information to students, staff, faculty on evaluations and college requirements.
- Assists in developing and implementing policies and procedures as they relate to the evaluation of student academic records.
- Performs quality control audits to ensure degree and certificate requirements and other appropriate standards are met.
- Maintain and update degree audit software (e.g. DegreeWorks) based on curriculum updates, program-requirements, and academic policies. Regularly work with IT and software vendors to implement updates and enhancements to the degree audit system.
- Review and process student requests for academic exceptions, including course substitutions, waiver and transfer credit adjustments. Conduct regular audits and testing of degree audit reports to ensure the accuracy of posted credit.
- Functions as a liaison with the counseling staff and articulation officer regarding evaluation policy and procedure; maintains files of articulation agreements with California State University, University of California and California community college systems.
- Participates in appropriate seminars and workshops offered by UC, CSU, and other California community colleges to maintain currency in the area of articulation.
- Regularly participates and attends Curriculum Committee meetings, and reports any information to Admissions and Records department.
- Composes correspondence and maintains files and records related to the operations of the evaluations office; posts graduation and certificate completions on transcripts; prints diplomas and certificates.
- Enters student information into computer system to create graduate records; maintains student

information system with completed evaluations.

- Assist students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; may advise students of admission and graduation requirements.
- Performs a variety of duties relative to the current classification.

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge and Skills

- Procedures and methods involved in the evaluation of student records.
- Format and interpretation of course records and transcripts of institutions.
- Applicable College program requirements, rules and regulations including general education, IGETC, vocational and associate degrees.
- Various college and institution course equivalencies.
- Maintenance of student records and transcripts.
- Prerequisite determinations.
- Principles and procedures of record keeping.
- Applicable section of State Education Code and other applicable rules and regulations.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Interpersonal skills using tact, patience and courtesy.
- Principles, practices, and procedures of business letter writing.
- English usage, grammar, spelling, punctuation, and vocabulary.

Abilities

- Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.
- Interpret records against criteria thoroughly, consistently and accurately.
- Understand and interpret regulations and requirements and apply them in the evaluation process.
- Explain criteria and evaluations to others.
- Analyze academic transcripts and make appropriate judgments regarding student records.
- Maintain accurate and current academic resources that document and update criteria.
- Assist in developing and implementing policies and procedures as they relate to the evaluation of student academic records.
- Independently compose and prepare routine correspondence and memoranda.
- Implement and maintain filing systems.
- Respond to requests and inquiries from students, staff, or the public.
- Maintain student information system with completed evaluations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Abilities

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's degree or the equivalent with major course work in business administration or a related field.

Experience:

Three years of experience in education preferably working in student services, degree auditing/graduation clearances, academic advising, or curriculum management.

Board Approved: 12/18/2024