



TITLE	CLASSIFICATION	SALARY GRADE
ADMISSIONS & RECORDS EVALUATION SPECIALIST I	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under direction performs confidential and technical duties involved in the analysis and evaluation of academic records and transcripts for associate degrees, Career & Technical Education (CTE) certificates, transfer, and general education certification.

SCOPE:

The Admissions & Records Evaluation Specialist I is responsible for analyzing and evaluating academic records and transcripts from other colleges for graduation, transfer, California State University General Education (CSU GE) and Intersegmental General Education Transfer Curriculum (IGETC) requirements and certification and completion of CTE certificate programs; assists in the development and implementation of policies and procedures related to student academic records.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Evaluates final audit of student records for eligibility for Associate degrees and CTE certificates; assist students and counselors with the appropriate course of action to resolve denied degree and CTE certificate petitions.
2. Validate the accreditation status of transfer colleges and universities; reviews and evaluates credential evaluation reports for foreign coursework, military service and education, and non-traditional coursework for the purpose of granting credit.
3. Interprets and communicates District policies and procedures, and state regulations related to degrees, majors and certificate requirements, degree audit system and academic and transfer policies to counselors, faculty, staff, students and the public in order to support student success.
4. May evaluate District academic records and records received from other educational institutions to ensure District and State requirements are met for all students utilizing transfer evaluation systems; researches and determines applicability of General Education (CSU-GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification and appropriate transfer courses for matriculation.
5. May evaluate assessments and Advanced Placement score reports to determine equivalent college subject area requirements for student assessment and matriculation.
6. Ensures accuracy and completeness of official college documents; produces and distributes diploma and certificate awards; provides appropriate reports as needed.
7. May assist in coordination of the commencement ceremony; communicates with honor society advisors regarding designation and annotation of student's record.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Collaborates with other staff to create and maintain reports, files, and statistical data related to evaluations, degrees, majors, and CTE certificates.
10. Analyze coursework to ensure compliance with Title 5 regulations regarding course repetition and sequences in relation to degrees, certificates and transfer credit.
11. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Interpret, apply and explain legal mandates, policies, regulations, and guidelines; analyze situations accurately; use professional judgment based on established guidelines and procedures; meet schedules and timelines; understand and carry out oral and written directions; complete work efficiently with frequent interruptions; work confidentially; work independently and maintain cooperative working relationships; provide effective customer service; operate a variety of office equipment; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Procedures and methods used in evaluating transcripts and course content; District and State regulations, policies and procedures related to certificate and degree requirements; articulation agreements between CSU, UC and California Community College systems and other colleges and universities, including applicable sections of the Title 5 state education code and FERPA; college catalogs, course descriptions and content, course numbering and grading systems; computerized and manual records systems; principles and practices of data management including applications appropriate to area of responsibility; standard office productivity software and specialized systems; and proper English usage, both written and verbal.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree. Bachelor's degree preferred.

Experience:

Previous (1-2 years of full-time equivalent) experience in a college or university Admissions and Records office performing review, analysis and/or evaluation of transcripts.