



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

**JOB DESCRIPTION:**

Under direction, performs confidential and technical duties involved in the analysis, evaluation and maintenance of academic records and transcripts, degree audit and evaluation systems for associate degrees, Career & Technical Education (CTE) certificates, transfer and general education certification; determines athletic eligibility for all student athletes; assists with coordination of annual college commencement ceremony.

**SCOPE:**

The Admissions & Records Evaluation Specialist II may be responsible for performing final analysis and certification of students in specific instructional programs; may assist with the coordination of commencement ceremonies; maintenance of comprehensive and accurate academic records and of statistical data of associate degree awards, majors and Career Technical Education (CTE) certificates; provide expertise and leadership in those areas.

**DISTINGUISHING CHARACTERISTICS:**

The Admissions & Records Evaluation Specialist II is distinguished from the Admissions & Records Evaluation Specialist I by the level of complexity, decision-making and variety of tasks performed. This classification has a significant role in supporting a specific instructional program and may have oversight related to athletic eligibility and the annual commencement ceremony, an in-depth knowledge of specific regulations related to the department for which the work is performed; and may serve as a lead worker to other Classified staff in the area.

**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. Analyzes student records to determine eligibility for specific instructional programs according to applicable standards, rules and regulations governing those programs, including California Community College Athletic Association (CCCCAA) and Commission on Athletics (COA) standards.
2. Interprets and applies District rules and policies relating to specific instructional programs; serves as a liaison for faculty, staff and students and makes appropriate recommendations.
3. Meets with students to resolve inconsistencies and ensure accuracy on forms completed and documents received; advises and makes appropriate recommendations in accordance with rules and regulations governing specific instructional programs.
4. In collaboration with faculty and counselors, monitors academic progress of students and communicates to appropriate parties regarding time sensitive issues; processes documentation.
5. Produces and distributes documentation, certifications and reports, including athletic certifications; maintains documentation records; provides statistical data, including data on athletes.
6. Participates in orientations and meetings advising students on issues related to eligibility, residency, registration, graduation and transfer.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

7. Processes course substitutions, repetitions and sequences for majors, general education, and CTE certificates in compliance with Title 5 regulations; collaborates with the Curriculum and Educational Support Services Office and Academic Departments regarding new, revised or discontinued major and certificate program requirements, and course equivalencies.
8. May evaluate 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.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA), Title 5 and Student Transfer Achievement Reform Act (SB 1440) regulations regarding a student's right to privacy, accuracy and retention of academic records, and transfer rights to California State Universities.
10. Assists in the planning and coordination of the annual commencement ceremony.
11. May communicate with the Articulation Specialist regarding revisions that effect current articulation agreements and evaluation practices and procedures.
12. May serve as a lead worker to other classified staff in the area.
13. 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; work independently; maintain cooperative working relationships; effectively in English, both verbally and in writing; provide effective customer service; complete work efficiently with frequent interruptions; work confidentially with discretion; understand scope of authority in making decisions; perform mathematical calculations quickly and accurately; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Procedures and methods used in evaluating transcripts and course content; District, state, and federal regulations, policies and procedures related to certificate and degree requirements and specific instructional programs; 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; modern office practices and procedures; standard office productivity software and specialized systems; computerized and manual records systems; correct 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:*

Increasingly responsible (2-4 years of full-time equivalent) admissions and records experience, including previous experience evaluating academic records and/or supporting a specific instructional area.