

TITLE: Admissions & Records Evaluation Specialist I**CLASSIFICATION: Classified****SALARY GRADE: C09****SCOPE OF POSITION:**

Under general supervision, performs specialized and technical duties involved in the research, analysis, evaluation and maintenance of academic records, and transcripts from educational institutions for course equivalencies, course prerequisites, graduation, transfer, California State University General Education (CSU GE), and Intersegmental General Education Transfer Curriculum (IGETC) requirements. Determines progression and executes final audit and determination of eligibility for associate degrees and career education (CE) certificates.

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 and audits student records to determine eligibility for associate degrees and career education (CE) certificates. Researches, reviews, and analyzes administrative regulations, transfer requirements, general education patterns, and agreements. Ensures compliance with college regulations, including grade point average (GPA), units completed, course repetition, and limitation policies. Organizes and monitors graduation petitions received. Assists in generating and distributing diplomas and certificates to qualifying students.
2. Researches, evaluates and applies students' academic experiences, transcripts and related records. Analyzes course descriptions and course syllabi for course content and distinguishes level (lower or upper division), unit value, course repetition/sequencing and grading system. Documents evaluation decisions and recommendations.
3. Utilizes electronic databases, college catalogs, institutional profiles, and historical practices to assess, interpret, and determine institutional accreditation, course content and usage. Collaborates with team members to determine appropriate course application and resolution of ambiguities and potential anomalies.
4. Processes prerequisite equivalencies for enrollment clearance and determination that students have met the content and knowledge eligibility prior to enrolling in higher-level courses.
5. Assesses and processes student prerequisite equivalency and academic course substitution petitions for major and certificate requirements. Identifies and recommends potential degree and certificate requirement substitutions for faculty review. Encodes equivalencies and substitutions into the college's student information system and student's academic record. Utilizes workflow-tracking system to monitor petition flow and status.
6. Receives and processes incoming academic records. Utilizes the student information system to input data for access of transcript evaluations for students and counselors. Ensures accuracy of degree audit information and confers with information technology staff to collaborate on recommendations regarding process improvements.
7. Assists students, counselors and staff by providing information related to evaluations, the use and transferability of coursework, academic policies and procedures, and graduation. Provides guidance regarding appropriate course of action to address any deficiencies.
8. Prepares, updates, and compiles lists of commencement ceremony participants. Communicates with honor society advisors regarding designation and annotation of student's record. Assists in the planning and coordination of the commencement ceremony.

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KEY DUTIES AND RESPONSIBILITIES – Continued

9. Attends and participates in seminars, conferences, workshops, and other training sessions to maintain currency with state and federal laws and regulations related to assigned responsibilities.
10. Maintains and updates matriculation and prerequisite web pages, related documents and forms.
11. May supervise and direct the work of student employees.
12. May serve as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Procedures and methods used in evaluating transcripts and course content.
2. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including but not limited to California State Education Code and Title 5, Family Educational Rights and Privacy Act of 1974 (FERPA), academic record retention requirements, and transfer rights to California State Universities.
3. Articulation agreements between California State University (CSU), University of California (UC), California Community College Systems, and other colleges and universities, college catalogs, course descriptions and content, course numbering, and grading systems.
4. Computerized and manual records systems.
5. Principles and practices of data management including applications appropriate to area of responsibility.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Interpret, apply, and explain legal mandates, policies, regulations, and guidelines.
2. Meet schedules and timelines.
3. Perform arithmetic calculations.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

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EDUCATION:

Associate degree required.

EXPERIENCE:

2+ years of previous experience in a college or university Admissions and Records office performing review, analysis and/or evaluation of transcripts required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).