

**TITLE: Admissions & Records Evaluation Specialist II****CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general supervision, performs confidential and technical duties involved in the research, analysis, evaluation, and maintenance of academic records, test scores, transcripts, degree audit, and evaluation systems for associate degrees, certificates, transfers, and general education certifications; determines athletic eligibility for all intercollegiate sports; coordinates the production and distribution of degree awards. Provides assistance with the admissions & records (A&R) functions related to the annual college commencement ceremony. Provides expertise and leadership to other staff in the area.

**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 athletic eligibility determinations, coordination of degree awards and functions related to the annual commencement ceremony. This position serves as a lead worker to other classified staff within assigned 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, researches and evaluates student athlete academic records to determine athletic eligibility of student athletes participating in intercollegiate sports according to applicable rules and regulations; analyzes forms and documents; confers with student athletes, coaches, athletic counselors and athletic director to resolve inconsistencies and ensure accuracy; monitors academic progress and communicates time-sensitive eligibility issues; coordinates sign-off procedures; maintains historical record of athletic forms, and provides statistical data.
2. Oversees production and distribution of SRJC associate degree diploma awards; reviews and produces backdated degree awards and duplicate diploma requests; exports data to edit and ensure accuracy prior to importing and printing awards; prepares mailing materials for timely distribution; monitors changes for signature updates on diplomas; posts charges and payments to student accounts for duplicate requests.
3. Participates in the development and implementation of new systems designed to support the evaluations area functions. Implements appropriate evaluation procedures and policies consistent with California Community College, California State University, University of California, and other applicable private or out-of-state college systems.
4. Trains and provides work direction to evaluations staff and short-term, non-continuing (STNC) employees. Supervises and trains and assists in hiring and evaluating student employees. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA), Title 5, and other regulations regarding a student's right to privacy, accuracy, and retention of academic records. Evaluates academic records to ensure regulations pertaining to academic and transfer policies are met; researches and analyzes transfer courses for equivalency application; verifies accreditation, determines numbering, converts units, and deletes illegal repetition units; determines appropriate transfer courses; applies transfer credit when appropriate.

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### **KEY DUTIES AND RESPONSIBILITIES – Continued**

5. Analyzes backdated degree applications to determine appropriate general education patterns and major versions are followed; posts degrees to records.
6. Assists with implementation of A&R functions related to the annual college commencement ceremony. Compiles, prepares, and edits lists of commencement participants. Compiles and proofs commencement program lists of graduates/candidates names and honors by the designated deadline; provides graduates/candidates lists to SRJC bookstores as eligibility reference for graduation regalia purchases; performs attendee check-in services to assist participating graduates at the ceremony.
7. Prioritizes degree reviews by major type; reports verification and submits SRJC's transfer major applicant information; communicates with the transfer center director to ensure proper student notification and to provide statistical updates; reviews and audits student academic record for completed and in-progress courses, calculates unit totals and GPA, GE and major requirements; audits record for illegal repetition and out-of-sequence courses; updates and notifies student of degree status; audits final grades to determine final degree status, verifies general education, major, residency, degree GPA, unit requirements, and enrollment for degree awards; updates degree status; posts approved degrees to permanent academic record; refers denied degrees to counseling.
8. Creates and maintains statistical data, reports, and computerized files related to transfer credit evaluations, degrees, certificates, majors, commencement, and athletics.

### **KNOWLEDGE OF:**

1. Procedures and methods used in evaluating transcripts and course content.
2. Articulation agreements between California State University (CSU), University of California (UC), California Community College systems, and other colleges and universities, including applicable sections of the Title 5 State Education Code and Family Educational Rights and Privacy Act (FERPA).
3. 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. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. 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. Complete work efficiently with frequent interruptions.
4. Maintain confidentiality.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

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### **ABILITY TO – Continued**

6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. 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.)*

### **EDUCATION:**

Associate degree required.

### **EXPERIENCE:**

3+ years of admissions and records experience, including previous experience evaluating academic records and/or supporting a specific instructional area 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](#).*