



JOB TITLE: ACADEMIC RECORDS EVALUATOR

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Revised/Board Approved: February 22, 2022

BASIC FUNCTION:

Under the direction of the Registrar within the Admissions and Records Department, the Academic Records Evaluator analyzes and evaluates student records, external test scores, and transcripts to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of achievement and accomplishment. Acts as a resource to students, staff, and faculty by providing detailed guidance regarding requirements for specific degree programs, vocational certificates, general education certifications, and other academic policies.

REPRESENTATIVE DUTIES:

Analyzes and evaluates academic records and transcripts during the onboarding process and in advance of student enrollment or academic programming. Grants degrees and certificates by making the final determination on eligibility for graduation and transfer. Adheres to current administrative regulations, general education requirements, transfer requirements, and articulation agreements.

Interprets and stays current with actual and forthcoming changes to policies, procedures, and/or dates affecting requirements for specific majors and certificates, general education requirements for degrees, California State University Certification, and Intersegmental General Education Transfer Curriculum Certification. Maintains historical records on changes to academic policies, curriculum guides, and other decisions affecting transcript evaluations and graduation.

Analyzes and evaluates national and international transcripts and test scores taken at other colleges and institutions to determine applicability to degree and certification requirements. Conducts research to ensure proper assessment, as needed.

Assists with the maintenance of degree audit systems.

Analyzes and evaluates student records, transcripts, course descriptions, course sequencing, program, certificate and transfer requirements, course level, unit values and grading systems. Interprets course descriptions, including foreign and domestic transcripts for courses/units completed. Identifies upper and lower division courses, converts quarter units into semester units, and computes units and grade points to determine eligibility for graduation or transfer.

Interprets, applies, and explains complex rules, state regulations, District policies and procedures related to degrees, certificates, transfer, and probation/dismissal rules and status. Utilizes various resources and reference materials (e.g., online college catalogs, course descriptions/syllabi, institutional correspondence, articulation agreements, etc.) to evaluate academic records and ensure compliance with District and regulatory agencies.

Answers questions and provides technical information to students, counselors, faculty, and others concerning associate and certificate program requirements and the curricular analysis performed on a student record. Explains relevant academic policies and procedures, as needed. Provides evidence regarding identified course deficiencies and recommends course alternatives and/or proposes other options for corrective action.

Communicates with other District departments and personnel, educational institutions, and other outside organizations and agencies to exchange information.

Compiles information and/or data and prepares a variety of technical records, reports, and files related to evaluations activities and functions. Updates and maintains graduation lists and statistics.

Evaluates and processes approved college course substitutions, including curricular exceptions, military courses, and job-related training programs for college credit.

Trains and provides direction to student assistants and other office personnel; assigns/reviews work, and participates in selection/evaluation.

Attends and participates in seminars, conferences, workshops, and other training sessions to learn about laws and regulations pertaining to the evaluation of academic records.

Operates a PC or computer terminal to update records, input data, generate reports, and verify student information; assures accuracy and completeness of data. Reviews complex errors in student files and processes corrections, as needed. Utilizes specialized software programs to evaluate records, images, indexes, and archived documents.

Assists other Admissions and Records staff with student enrollment and registration as needed to balance variations in workflow.

Performs other duties, related to the position, as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Associates degree and four (4) years of increasingly responsible experience in a related student services program. OR

Associates degree and two (2) years of full-time work experience in a college Admissions and Records (A&R) office performing A&R functions.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Degree audit systems, course equivalencies and the ability to assess course comparability;

Modern office practices, procedures, and equipment;

Record-keeping techniques.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Telephone techniques and etiquette

Applicable sections of the State Education Code and other applicable laws

Principles and practices of training and providing work direction

Technical aspects of field of specialty

Abilities/Skills:

Evaluate student academic transcripts.

Compute student grade point averages.

Read, interpret, apply/explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer.

Operate a PC or computer terminal to update records, input data, generate reports and verify student information.

Assure accuracy and completeness of data.

Work independently with little direction and confidentially with discretion.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Communicate effectively, both orally and in writing.

Train and provide work direction to others.

Licenses or Other Requirements:

Maintain up-to-date FERPA training certification

WORKING CONDITIONS:

Office setting

Some travel may be required

Hand and finger dexterity to operate various office equipment

Days and hours may vary

Additional hours may be required

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.