

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

STUDENT RECORDS EVALUATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform complex analysis and exercise judgment and discretion in evaluating traditional and nontraditional transcripts to determine graduation eligibility, program eligibility, and completion of transfer requirements; provide accurate and timely information, advice and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications, and other academic policies; ensure accuracy of student information in computer system; serve as a resource to and work closely with academic counselors; and perform a variety of duties relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Evaluate all student academic records and transcripts for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification; determine credit to be granted toward meeting specific requirements; make final check that all degree requirements have been met by graduating students.
2. Evaluate special tests, non-traditional transcripts, military experience, and transcripts from international institutions for credit; conduct preliminary evaluation of applications for special programs and other non-routine situations.
3. Evaluate course equivalencies, course substitutions, and other course prerequisite criteria to complete course prerequisite validation; verify level, content, unit value, and grading system of courses from catalogs of other institutions.
4. Monitor catalog regarding degree and certificate requirements, course additions and deletions, course numbers, titles, content, and unit values; update degree audit system accordingly.
5. Assist students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; may advise students of admission and graduation requirements.
6. Compose correspondence and maintain files and records related to the operations of the evaluations office; post graduation and certificate completions on transcripts; prepare degrees, graduation lists and reports.
7. Enter and verify accuracy of student information in computer system to create graduate records; verify level, content, unit values, and grading system of courses; maintain student information system with completed evaluations.
8. Maintain current knowledge and expertise related to degree and certification requirements; interpret, explain, and apply related rules, regulations, and District policies and procedures; provide technical information and assistance to students, staff, counselors, faculty, and administrators.

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9. Serve as a resource to academic counselors; provide information and assistance as appropriate regarding individual student situations, course evaluations, past practice, and Title 5 requirements; may assist in recruitment for college academic programs
10. Perform DegreeWorks scribing and validation; validate output and verify through use of diagnostic reports and degree audit processing; analyze the catalog and curriculum denoted and troubleshoot when courses do not satisfy requirements appropriately.
11. Perform ongoing DegreeWorks maintenance and refinement to adjust the scribed blocks for changes in curriculum and create new scribed blocks for requirements that have changed due to new catalog year revisions or requirements enacted by the State Chancellor's Office and local curriculum committees.
12. Assist students with enrollment services, including registration, withdrawal, transcript requests, academic probation, parking permits, photo identifications, and related items.
13. Assist in the planning of the graduation ceremony; order diplomas, honors medal, and graduation supplies; check for name accuracy upon diploma receipt and distributes to graduates.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Procedures and methods involved in the evaluation of student records.
2. Format and interpretation of course records and transcripts of institutions.
3. District organization, operations, policies, and objectives.
4. Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code and other applicable rules and regulations.
5. State and college regulations, policies, and procedures related to certificate and degree requirements, articulation agreements, and equivalencies of courses from other institutions to College courses.
6. Applicable College program requirements, rules and regulations including general education, IGETC, vocational and associate degrees.
7. College catalogs, course descriptions, course numbering systems, and course equivalencies for various colleges and institutions.
8. Maintenance of student records and transcripts.
9. Prerequisite determinations.
10. Principles and procedures of record keeping.
11. Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
12. Interpersonal skills using tact, patience and courtesy.
13. Principles, practices, and procedures of business letter writing.
14. English usage, grammar, spelling and punctuation.

Ability to:

1. Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.
2. Interpret records against criteria thoroughly, consistently, and accurately.

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3. Understand and interpret regulations and requirements and apply them in the evaluation process.
4. Explain criteria and evaluations to others.
5. Analyze academic and military transcripts and make appropriate judgments regarding student records.
6. Maintain accurate and current academic resources that document and update criteria.
7. Maintain and update evaluation records.
8. Read, understand and interpret college catalogs and course content.
9. Independently compose and prepare routine correspondence and memoranda.
10. Implement and maintain filing systems.
11. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
12. Respond to requests and inquiries from students, staff, or the public.
13. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration or a related field.

Experience:

Three years of progressively responsible experience working in admissions and records processing, degree auditing/graduation clearances, academic advising, or curriculum management.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent student and public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

10/21/97

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial – Fiscal