

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: SENIOR EVALUATOR**

### **SUMMARY DESCRIPTION**

Under the direction of higher level supervisory or management staff, lead, oversee, and participate in the more complex and difficult work of staff responsible for analyzing, evaluating, and processing information, records, and transcripts for determining academic credit and eligibility for degrees, vocational certificates, and general education certifications; determine complex transfer equivalencies; oversee, audit, and enter information into the degree audit system; provide complex technical 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; coordinate assigned activities, services, and functions.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Evaluator series. Positions at this level are distinguished from the Evaluator by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead supervision and work direction over lower level staff, coordinating assigned activities, services, and functions, and coordinating the implementation of new software or system functions. Employees at this level are required to be fully trained in all procedures related 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. Lead, plan, train, and review the work of staff responsible for analyzing, evaluating, and processing information, records, and transcripts for determining academic credit and eligibility for degrees, vocational certificates, and general education certifications; participate in and perform the most complex work of the unit including coordination of program activities. **E**
2. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications. **E**
3. Oversee and participate in the analysis of academic history of the college curriculum, rules, and regulations and determine eligibility for granting of degrees, vocational degrees, and general education certifications based on knowledge and experience of records, transcripts, and official documents. **E**
4. Oversee the use and operation of a computerized on-line degree audit system; write and maintain training and reference manuals; monitor and troubleshoot computer related problems; identify unresolved issues to software vendors or campus information systems staff. **E**
5. Oversee and participate in the evaluation and processing of academic data and transcripts into the degree audit system for counselors and students to develop individual Student Educational Plans. **E**
6. Oversee and process individual student transfer equivalencies and course to course into the degree audit system; grant degrees, certificates, and general education certifications into the degree audit system. **E**
7. Verify accreditation of other institutions from which credits were earned and determine level, content, unit value, unit conversions, transferability, grading system, and/or military credit of courses taken at other colleges; determine credit to be granted toward meeting specific requirements and process in the degree audit system. **E**

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8. Determine equivalency of courses taken at other colleges and institutions; check for course repetitions and courses taken out of sequence through research from catalogs, internet, or correspondence with other institutions; coordinate, obtain and verify information as appropriate. ***E***
9. Review non-traditional educational credits and evaluate transcripts from foreign credentials services for determining college credits or level of competency to apply to the evaluation process for Associates degree. ***E***
10. Use analytical skills to research, articulate, and certify California, out-of-state, and private/independent college course work in compliance with California State University (GEBR) and the University of California (IGETC and TAG) baccalaureate general education requirements. ***E***
11. Provide information and advice to students and counselors regarding course equivalents, alternatives, and options available in qualifying for various degree or vocational programs or in determining other academic options; provide students with advice regarding requirements needed for degrees and vocational certificates. ***E***
12. Analyze and interpret course descriptions; assist other departments by evaluating records for student eligibility, prerequisites, and certification; explain program regulations, requirements and institutional policies to students, counselors, and administrative personnel; evaluate and process petitions for course equivalency from counselors. ***E***
13. Maintain degree audit system for on-line evaluation/advising system including historical files of college curriculum, articulation of coursework within the college, articulation of transfer college coursework, and educational objective requirements. ***E***
14. Process, review, and determine status of petitions and forms; notify students of need for additional information as appropriate; request academic transcripts, records, or other information from educational institutions. ***E***
15. Review college catalog for errors and changes to all general education patterns, majors, and graduation requirements for accuracy and intent; advise instructional staff of needed modifications or corrections for degree audit; monitor the degree audit database system to ensure accuracy. ***E***
16. Oversee preliminary evaluation of nursing applications to determine eligibility for program entrance; evaluate for graduation and final certification for the Board of Nursing. ***E***
17. Provide technical expertise to other personnel; assist in training new staff as requested. ***E***
18. Maintain current knowledge of complex regulations and requirements for assigned programs and current software trends; attend and participate in professional meetings and workshops; stay abreast of changes regarding CSU/UC transfer policies and regulations both on and off campus. ***E***
19. Operate a variety of office equipment including a typewriter, copier, and computer as well as related software to obtain, input, or update information.
20. Prepare correspondence to obtain records of interpretations of records from other institutions.
21. Assist counselors in the course assessment of other colleges and institutions.
22. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Principles of lead supervision and training.

Operations, services, and activities of an academic records evaluation program.

Procedures and methods involved in the evaluation of student records.

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Format and interpretation of course records and transcripts of institutions.  
Applicable College program requirements, Title V rules and regulations including general education, GE Breadth, IGETC, TAG, vocational, and associate degrees.  
Principles of authenticating course credits and comparing records of differing formats.  
Various college and institution course equivalencies.  
Maintenance of student records and transcripts.  
Prerequisite determinations.  
College policies, procedures, graduation requirements, and course contents and numbering systems.  
Principles and procedures of record keeping.  
Applicable section of State Education Code and other applicable rules and regulations.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Lead, organize, and review the work of staff.  
Independently perform the most difficult records evaluation duties and functions.  
Implement, coordinate, evaluate, and maintain a variety of software programs.  
Train staff in various phases of assigned operations and new software systems.  
Interpret records against criteria thoroughly, consistently, and accurately.  
Understand, interpret, and explain regulations and requirements and apply them in the evaluation process.  
Explain criteria and evaluations to others.  
Perform complex research and analysis.  
Analyze academic transcripts and make appropriate judgments regarding student records.  
Maintain accurate and current academic resources that document and update criteria.  
Maintain accurate and complete records and prepare comprehensive and technical reports.  
Troubleshoot and maintain assigned computerized applications.  
Make basic mathematical calculations quickly and accurately.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Maintain accurate records and prepare reports.  
Work confidentially with discretion.  
Work effectively with frequent interruptions.  
Work independently with little direction.  
Understand and follow oral and written instructions.  
Prioritize work to meet schedules and time lines.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's degree from an accredited college or university with major course work in business administration or other related field and three years of increasingly responsible experience in a student services or related program including two years of demonstrated analytical experience interpreting and applying rules and regulations and in transcript evaluation.

**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 interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.