

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVALUATOR II

SUMMARY DESCRIPTION

Under the general direction of the Director of Admission and Records or cognizant administrator, assist in organizing and monitoring the work flow and communications of the Evaluations Office including providing initial work guidance and support to other staff; perform the more complex responsibilities assigned to Evaluators; advise degree and certificate candidates in completing their educational program; analyze, evaluate, and process information, records, transcripts, and external credit for determining academic credit and eligibility for degrees including specialized programs, vocational certificates, and general education certifications; determine complex transfer equivalencies and enter 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.

DISTINGUISHING CHARACTERISTICS

This level in the Evaluator series requires strong prior experience and a sound working knowledge of transcript evaluation and degree audit systems. 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 providing general guidance to other staff, assist in coordinating assigned activities, services, and functions, and provide support in 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. Assist in organizing and monitoring the work flow and communications of the Evaluations Office; provide general guidance to other office staff; assist in the initial work guidance of staff responsible for analyzing, evaluating, and processing information, records, and transcripts for proper work methods and accuracy in determining academic credit and eligibility for degrees, vocational certificates, and general education certifications in compliance with the UC/CSU and local regulations and policies; participate in and perform the most complex work of the unit. **E**
2. Analyze the academic history of the college curriculum, rules and regulations and determine eligibility for granting of degrees, vocational degrees, and general education certifications; perform comprehensive research and analysis and exercise professional judgement in evaluating a student's academic history in compliance with CSU Breadth, IGETC General Education Certification, and Senate bills in compliance with the Student Success and Support Program (SB1393, SB440 SB1440); compute statistical data for graduation; prepare cumulative grade point average including the determination of honors. **E**
3. Receive direction from and coordinate workflow with the Director of Admissions & Records including daily job assignments and operational activities; recommend appropriate changes to office procedures pertaining to the Evaluations Office. **E**
4. Oversee the use and operation of a computerized on-line degree audit system; provide input and assist in the maintenance and development of training and reference manuals; monitor and troubleshoot computer related problems; identify unresolved issues to campus information systems staff. **E**
5. Oversee and participate in the evaluation and processing of academic data and transcripts into the degree audit system; coordinate with the Office of Instruction in posting of student external coursework into the degree audit system to develop individual Electronic Student Educational Plans

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- in support of the Student Success and Support Program; provide assistance to clarify catalog language to be in compliance with Executive Orders and new programs. *E*
6. Review college catalog for errors and changes to all general education patterns, majors, and graduation requirements for accuracy and intent; maintain historical cataloging; advise and serve as point of contact for the Office of Instruction staff for needed modifications or corrections for degree audit; monitor the degree audit database system to ensure accuracy. *E*
 7. Grant degrees, certificates, and general education certifications into the degree audit system; officially post academic degrees, certificates, and transfer certifications; make corrections and adjust the permanent academic records. *E*
 8. 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*
 9. Participate in developing, implementing, and maintaining the Evaluations' webpages promoting the Associate Degree for Transfer (AA-T/AS-T), degrees, certificates, applicable deadlines, and online training modules for students. *E*
 10. Oversee preliminary priority evaluation of AA-T/AS-T degrees; download, compile, process, and verify the AA-T/AS-T degree status information utilizing the Office of the Chancellor California State University eVerify website. *E*
 11. Inform currently enrolled and former degree and certificate candidates on their degree requirements, policies, and transfer objectives in person, by telephone, or written correspondence; 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; prepare correspondence to obtain records of interpretations of records from other institutions. *E*
 12. Verify accreditation of other institutions from which credits were earned and determine level, content, unit value, unit conversions, transferability, and grading system of courses taken at other colleges; determine credit to be granted toward meeting specific requirements and process in the degree audit system; manually apply Military Credit determined by the Veterans Services department. *E*
 13. 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*
 14. Review non-traditional educational credits and evaluate transcripts from foreign credentials services for determining college credits or level of competency applicable for associate's degree. *E*
 15. Review and resolve petitions for exceptions to academic procedures and policies related to graduation or certification. *E*
 16. Award credit for external exams (AP, IB, CLEP, and DANTES) and review external coursework to determine eligibility of grade replacement on the Southwestern College permanent academic record. *E*
 17. 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; post certification results into the student information system. *E*
 18. 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

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- determining other academic options; provide interpretation of catalog, policies, and procedures to counselors, administrative personnel, and other faculty. *E*
19. 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*
 20. Oversee preliminary priority evaluation of nursing applications to determine eligibility for program graduation and final certification for the Board of Nursing. *E*
 21. Serve on college committees; attend and participate in professional meetings and workshops; stay abreast of changes regarding CSU/UC transfer/local policies and regulations both on and off campus. *E*
 22. Operate a variety of office equipment including a 10-key calculator, copier, and computer and related software to obtain, input, or update information. *E*
 23. Assist counselors with Southwestern historical curriculum and in the course assessment of other institutions curriculum. *E*
 24. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of an academic records evaluation program including college catalogs, graduation requirements, course contents, and course numbering systems.
Procedures and methods involved in the evaluation of student records.
Format and interpretation of course records and transcripts of institutions.
Applicable rules, regulations, criteria, and guidelines including College program requirements; Title V rules and regulations; general education, GE Breadth, IGETC, AA-T/AS-T, Nursing, vocational and associate degrees, and transfer admission criteria; applicable sections of State Education Code; Executive Orders; FERPA; Student Transfer Achievement Reform Act (SB1440); and other applicable rules and regulations.
California Identification Numbering System (C-ID Descriptors).
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.
Principles and procedures of record keeping.
Office procedures, methods, and equipment including computers, applicable software applications such as word processing, spreadsheets and databases, and 10-key calculator.
Advising protocol and interpersonal skills using tact, patience, and courtesy to a diverse student population.

Ability to:

Provide initial work guidance and support to others in various phases of assigned operations and new software systems.
Perform the most complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, and certification.
Interpret records against criteria thoroughly, consistently, and accurately.
Understand and interpret regulations and requirements and apply them in the evaluation process.
Explain and interpret the regulations and requirements of SB1440 to students and staff and apply them to the CSU evaluation transfer process.
Explain criteria and evaluations to others.

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Analyze academic transcripts and make appropriate judgments regarding student records.
Maintain accurate and current academic resources that document and update criteria.
Troubleshoot and maintain assigned computerized applications.
Make basic mathematical calculations quickly and accurately.
Operate office equipment including and 10-key calculator, computers, and supporting word processing, spreadsheet and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Independently compose and prepare routine correspondence and memoranda; compile information and write reports, business correspondence, using correct English usage, grammar, spelling, punctuation, and vocabulary.
Provide input and assist in updating procedural manuals.
Maintain accurate records and prepare reports.
Exercise good judgement and discretion in analyzing and resolving confidential, difficult, and sensitive situations.
Work effectively with minimal supervision.
Work under steady pressure with frequent interruption and a high degree of public contact.
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: an Associate's Degree and four years of increasingly responsible experience in a student services or related program that includes at least two years of demonstrated analytical experience interpreting and applying rules and regulations related to transcript evaluation and that demonstrates a strong working knowledge of a degree audit system.

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.

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