

Position: Evaluation Specialist	Position Number:
Department: Enrollment Services/Advising & Counseling	FLSA: Non-exempt
Reports to: Manager, Admissions and Records	Salary Grade: 118

### **Summary**

Under the Direction of the Directors of Enrollment & Financial Aid Services and Advising & Counseling the Evaluation Specialist will assist the District with student success projects including evaluation, assessment, orientation, student education plans and graduation processes.

### **Essential Duties and Responsibilities**

- Assist in developing and implementing policies, procedures, and forms as they relate to the evaluation of student records and student success.
- Assist in the development and maintenance of computerized student services systems.
- Coordinate with others on development of a template for student educational plans.
- Assist with implementation of online student educational planning.
- Evaluate incoming transcripts and post appropriately to student files.
- Assist in maintenance of course equivalency databases
- Review and confirm the accuracy and information in the college catalogs pertaining to the transferability of courses and degree requirements.
- Coordinate with articulation officer and faculty with regards to curriculum and transferability.
- Evaluate all student academic records for associate degrees, certificates, CSU general education (GE) breadth requirement certification (with pass-along) and Intersegmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluate course equivalencies, course substitutions, other prerequisite criteria to complete course prerequisite validation and for degree and certificate major requirements.
- Perform other duties as assigned to support the overall objective of the position.

## Qualifications

### ▪ **Knowledge and Skills**

Requires knowledge of applicable sections of state educational code, Title 5 and other related laws. Requires problem solving and analytical skills. Must be able to communicate technical and complex information to others.

The skills to:

- Review transcript and transfer requests and complete as appropriate
- Follow and promote district-wide policy related to Admissions & Records, privacy, FERPA, Title 5, and other local, state and federal policies related to student records.
- Use computer applications including Microsoft Excel, Word, PowerPoint applications and relational databases.
- Work independently and collaboratively while under pressure; productively organize, prioritize, and manage multiple concurrent projects; and consistently meet schedules and timelines.
- Communicate effectively, both orally and in writing.
- Promote use and access of information for assessment and decision-making.
- A proven record in working successfully with diverse populations.
- A positive attitude and ability to plan and adapt to change.
- Ability to collaborate effectively with college departments and cross-functional teams.
- Strong interpersonal, oral and written communication skills.

### ▪ **Abilities**

Requires the ability to evaluate student academic transcripts. Read, interpret, apply and explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer. Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate, and perform the various tasks and work independently with minimal supervision. Must be able to learn, interpret, explain and apply College and program policies, rules, and objectives. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, and the public using tact and courtesy in sometimes confrontational or strained situations

### ▪ **Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

### ▪ **Education and Experience**

Bachelor's degree or equivalent. At least two years of experience in curriculum development or evaluation of student records. Additional experience may substitute for some higher education. Additional higher education may substitute for some experience.

### ▪ **Licenses and Certificates**

Requires a valid drivers license.