



## Admissions and Records Evaluator

Classified Range: 42

Board Approved: 11/18/21 P. 1|4

*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs tasks related to the evaluation of student academic records as they pertain to college degree and certificate requirements, course prerequisites, and college transfer requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Evaluates all student academic records for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
2. Evaluates course equivalencies, course substitutions, and other course prerequisite criteria to complete course prerequisite validation; functions as primary individual responsible for completing all student prerequisite validations.
3. Monitors catalog regarding degree and certificate requirements, course additions and deletions, course numbers, titles, content and unit values; updates degree audit and education planner systems accordingly.
4. Assists in developing and implementing policies and procedures as they relate to the evaluation of student academic records.
5. Ensures degree and certificate requirements and other appropriate standards are met.
6. Maintains degree audit transfer equivalencies; supports course equivalency database and ensures functionality of degree audit system.
7. Consults with the counseling staff and articulation officer regarding evaluation policy and procedure; reviews and maintains files of articulation agreements with California State University, University of California and California community college systems.
8. Participates in appropriate seminars and workshops offered by UC, CSU, and other California community colleges to maintain currency in assigned area.
9. Composes correspondence and maintains files and records related to the operations of the evaluations office; posts graduation and certificate completions on transcripts; prints diplomas and certificates; ensures compliance with Federal and State laws and regulations, as well as District and Admissions and Records policies and procedures.
10. Provides information and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.
11. Enters student information into computer system to create graduate records; maintains student



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information system with completed evaluations.

12. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; compiles graduation data for a variety of reports as requested.
13. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*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.*

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*



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### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible



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### Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

An Associate's degree or sixty (60) semester units with major course work in business administration or a related field.

#### Experience:

Three (3) years of experience in admissions and records processing, degree auditing/graduation clearances, academic advising, or curriculum management.

### Equivalency Provision

In the absence of an Associate's degree or 60 semester units with major course work in business administration or a related field, equivalent to the completion of 30 semester units with major course work in business administration or a related field and five (5) years of experience in admissions and records processing, degree auditing/graduation clearances, academic advising, or curriculum management is qualifying.

### 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.

**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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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