



Admissions and Records Evaluator

BASIC FUNCTION

Under the direction of an assigned supervisor, performs confidential and technical duties involved in the analysis and evaluation of academic records and transcripts.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform specialized admissions and records duties to support the district's admissions and records department. This classification analyzes and evaluates academic records and transcripts and provides a specialized role in admissions and records.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Review, evaluate and maintain academic records/transcripts for a variety of purposes including eligibility for degrees and/or certificates, certification of general education requirements, and prerequisite verification.
2. Analyze transcripts for courses and units completed; determine level, content, unit value and grading system from catalogs, telephone, and written communication and other appropriate reference materials.
3. Evaluate transcripts from other colleges/universities to determine if prerequisite requirements for courses have been met.
4. Research and verify the accreditation status of colleges and universities as needed for transcript evaluation.
5. Interpret and explain District policies and procedures, and state regulations related to degrees, majors and certificate requirements, and academic and transfer policies to counselors, faculty, administrators, students, and the public.
6. Determine final eligibility for associate degrees and certificates; assist students and counselors with the appropriate course of action to resolve denied petitions.

7. Prepare and maintain degree and certificate award lists, files, and records; coordinate production and distribution of diploma and certificate awards; provide reports.
8. Monitor, review, and maintain file of articulation agreements; apply articulation policies to the evaluation process of certificate and degree completion.
9. Process general education certification requests and maintain appropriate records.
10. Process Change of Program requests from counselors for individual students.
11. Monitor degree verifications via the National Student Clearinghouse website and respond to requests.
12. Complete verification of associate degrees for Transfer (ADT's) for primary terms.
13. Monitor catalog regarding degree and certificate requirements; course additions and deletions; course numbers, titles, content, and unit values; monitor the degree audit system and report issues.
14. Collect, compile, verify, and record information for the preparation of reports.
15. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Rules, laws, regulations, policies, and procedures of the Admissions Office.
- Graduation and transfer requirements.
- Transcript evaluation procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques, methods, and data entry.
- Interpersonal skills using tact, patience, and courtesy.
- Use of admissions and records software.

Skills and Abilities To:

- Interpret, apply, and explain rules, regulations, procedures, and policies.
- Communicate effectively both orally and in writing.
- Prepare and maintain accurate statistical records.
- Operate office equipment including computer, scanner, and copier.
- Work effectively and independently with minimal supervision.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.
- Establish and maintain effective working relationships with others.
- Meet demanding schedules and conflicting timelines.

Education and Experience:

Associate degree and four (4) years or more of increasingly responsible office experience in a related field.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Office

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and working with individuals from diverse backgrounds on a regular basis. Handle stress in meeting deadlines while under pressure.

Classification: Admissions and Records Evaluator / Range: 19 / FLSA Status: non-exempt

Date Last Revised: July 2016 / Date Approved: