

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Evaluations Specialist, Senior

**Department:** Admissions & Records

**Location:** Evergreen Valley or San Jose City College

**Date:** July 1, 2016

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**POSITION PURPOSE**

Under the direction of an assigned administrator, the Sr. Evaluations Specialist performs a full range of duties in the Evaluation function including evaluation of transcripts; auditing and evaluating independently prior college education credit, course equivalency, high school credit and other measures utilized to determine completion of units to be granted to incoming students; evaluating graduation candidates to assure District and State general education requirements have been met. This position provides direction and guidance to the day-to-day operations, problem-solving and decision-making regarding the College evaluation activities.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Evaluate transcripts from other colleges, high schools or other institutions; determine number of equivalent units accepted from other colleges, converting units where applicable and determining which classes meet graduation requirements.
2. Evaluate student records for graduation and make final determination of degree awards; input graduation information from student degree application into student information system; resolve discrepancies regarding major codes and degree availability status; approve degrees according to established procedures.
3. Advise and assist counselors and students concerning graduation requirements, foreign student documents and transcripts, course and unit evaluations; evaluate, review, approve or deny graduation petitions, certificates of achievement and academic renewal.
4. Evaluate and grant credit for special programs.
5. Respond to requests for course descriptions from other institutions in a timely manner.
6. Assist with correcting student academic records and recalculating grade points and semester units; enter academic notations; post credits and grades.
7. Complete State-mandated reports on graduation statistics, survey requests and questionnaires.
8. Reconcile grade and positive attendance edits with missing grades and hours; compile and monitor late lists of grades and census.
9. Provide specialized information and assistance to students, staff, counselors, administrators and others regarding course equivalencies, school policies and procedures military credit, test scores and graduation requirements; resolve problems as necessary.
10. Plan and implement cap and gown, honor cord and announcement sales and distribution; prepare letters to candidates and distribute to candidates; assist in planning and coordinating graduation ceremonies; order diplomas.
11. Assist in certification of enrollment for students obtaining financial aid, insurance, employment and deferment of loan payments.

12. Assist in processing of official transcript requests; receive requests, file, prepare transcripts and test scores.

**In addition to performing work of Evaluation Specialist I, the position will be responsible for the following duties:**

13. Utilize the Degree Audit System to increase the overall accuracy of evaluations and decrease the time required to complete the graduation petition process for students.
14. Work closely with the articulation personnel in carrying out transfer agreements and completing the ADT transfer certification process (eVerify) with accredited colleges and universities.
15. Assist articulation personnel with the review and accuracy of the student degree audit output report to ensure programmatic compliance.
16. Review student records and calculate grade point averages; calculate awarded degree and certificate data and statistical information as requested.
17. Serve as technical content (evaluations) resource to Admissions and Records staff and other departments on campus.
18. Prepare reports pertaining to degree completion and transfer rates (ADT) for review by graduation committee, special programs, and administrators.
19. Assist Dean of Enrollment Services in streamlining the graduate petition process and procedures to ensure compliance with Title V rules and regulations.
20. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

1. College policies, procedures, graduation requirements and general education certification.
2. International and domestic transcripts for graduation and/or GE certification.
3. College codes and California Articulation numbers assigned by the State Chancellor's Office.
4. Title V of the California Code of Regulations.
5. Proper techniques involved in evaluating transcripts.
6. Record-keeping techniques and research methods.
7. Oral and written communication skills.
8. CSU, UC and other community college system schools.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of supervision and training.
11. Technical aspects of field of specialty.

**Skills and Ability to:**

1. Analyze a variety of written material and data, including course descriptions, college catalogs, test scores and State education codes.
2. Add, subtract, multiply and divide quickly and accurately.
3. Understand and follow oral and written directions.
4. Communicate effectively both orally and in writing.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Complete work with many interruptions.
7. Maintain records and prepare reports.
8. Establish and maintain cooperative and effective working relationships with others.
9. Train and provide work direction to others.
10. Work independently with little supervision; prioritize work and meet schedules.

**Experience and Education:**

1. An Associate degree from an accredited institution.
2. Three years of experience in a college admissions and records position.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.
2. Constant interruptions and frequent interaction with students, staff and the public.

**Physical Demands:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Light lifting of materials.
5. Reaching to file and retrieve records

Board Approved: 06/14/16  
Salary Range: 92  
EEO Category: 2B3 – Technical/Paraprofessional