

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

**Position:** Evaluations Specialist

**Department:** Admissions & Records

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

**Date:** 10/14/98

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**POSITION PURPOSE**

Under the direction of an assigned administrator, the Evaluations Specialist performs a variety of specialized duties involved in evaluation of transcripts; interprets and evaluates 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; evaluate graduation candidates to assure District and State general education requirements have been met.

**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.
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. Train and provide work direction to other employees.
12. Assist in certification of enrollment for students obtaining financial aid, insurance, employment and deferment of loan payments.

13. Assist in processing of official transcript requests; receive requests, file, prepare transcripts and test scores.
14. Assist in other areas of Admissions and Records as required.
15. Perform other related duties as assigned.

**Knowledge of:**

1. Pertinent federal, state and district rules, regulations and policies of financial aid programs.
2. Proper techniques involved in evaluating transcripts.
3. District policies and practices in Admissions and Records.
4. Applicable sections of State Education Code and other applicable laws
5. Modern office practices, procedures and equipment.
6. Record-keeping techniques.
7. Oral and written communication skills.
8. Telephone techniques and etiquette.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of supervision and training.
11. Technical aspects of field of specialty.
12. Basic research methods.

**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 year of experience in a college admissions and records position.
3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

**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: 10/13/98

Salary Range: 82

EEO Category: 2B3 – Technical/Paraprofessional