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| **ACADEMIC RECORDS EVALUATOR** | | | |
| **Reports to:** | Director, Admissions & Records/Registrar, Assistant Registrar | | |
| **Dept:** | Admissions & Student Support | **Range:** | 23 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/Paraprofessional |

*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 by individual positions.*

### BASIC FUNCTION:

Under general supervision, perform complex and technical duties involved in the analysis and evaluation of student records and transcripts (1) for incoming students, in support of the state-wide SSSP initiative, to develop comprehensive education plans and prerequisite clearance, and (2) for out­going students, to support graduation, and transfer certification; assist in the development of methods to streamline processes for handling incoming and outgoing records; perform clerical duties involving admissions, registration, records maintenance, and enrollment; provide technical assistance and information to students, staff and the public; and perform related duties as assigned

### DISTINGUISHING CHARACTERISTICS

An Academic Records Evaluator is distinguished from an Admissions & Records Assistant in that an incumbent in the former class is responsible for the analysis and evaluation of incoming transcripts and other aca­demic records, determining their comparability in meeting MiraCosta College requirements, and validating student qualifications for the clearance of prerequisites, graduation, and transfer certification.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Evaluate incoming academic transcripts and records in support of the development of comprehensive education plans and placement recommendations; determine equivalency, degree or program completion and transferability of course credits; analyze course descrip­tions and syllabi for content, level, unit value and grading system using online curriculum resources, college catalogs, class schedules and other reference materials; follow up with other institutions to resolve questions and issues; verify the institution’s accreditation status; convert quarter units to semester units; apply course repetition and limitation policies where applicable; identify, recommend and initiate potential degree and prerequisite substitutions for faculty review; post student transfer equivalencies and prerequisite clearances in the transfer credit database.
2. Maintain the Degree Audit and Transfer Credit systems by creating course equivalency grids and inputting transfer course equivalencies and rules; trouble-shoot and test the system; assist with training of staff and faculty on using Transfer Credit and Degree Audit systems.
3. Evaluate student academic records to determine advanced standing following established procedures; make determinations on completion of MiraCosta College gradua­tion and University of California/California State University transfer requirements; validate units and grades for other purposes including veteran benefits, active duty evaluations and academic progress requirements of financial aid students.
4. Provide technical assistance and guidance to students, staff, counselors, faculty and admin­istrators in the interpretation and clarification of registration and prerequisite require­ments and procedures; prepare and transmit correspondence for students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student status records.
5. Document evaluation decisions and recommendations; provide explanations of complex rules and regulations to students in the event of denial of credit transfers; advise students of available options, including course repeats, academic renewal, course substitutions and changes in major; discuss issues with the relevant department chair/director.
6. Determine student eligibility for graduation; prepare graduation lists, diplomas and certifi­cates for each semester by name, degree and major; consult with students regarding gradu­ation when necessary; compute statistical data for graduation and verify completion of final semester courses; prepare cumulative grade point average (GPA).
7. At the close of each term, validate student completion of degree, certificate and transfer requirements; post completion of degrees, and certificates in PeopleSoft; print and mail diplomas and certificates.
8. Maintain a permanent record of transactions regarding academic records for verification and audit; respond to inquiries and provide information to students, staff, faculty, administrators, other institutions and the public on regulations, policies, procedures and guidelines.
9. Stay abreast of updates in district policies and procedures, general education and transfer credit policies, curriculum and articulation updates, and current and emerging technologies.

### OTHER DUTIES:

1. Serve as a resource and provide technical information to counselors, staff, faculty, adminis­trators and other institutions.
2. Train and provide work direction to student and other hourly workers as assigned.
3. Perform related duties and responsibilities as required.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Goals, operations, services and activities of an academic records and evaluation program.
2. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
3. Methods, techniques and sources of information used in analyzing and evaluating student records and transcripts.
4. Standards, requirements, practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
5. College curriculum and general education transfer requirements.
6. Sections of the state education code applicable to assigned responsibilities.
7. The Family Educational Rights and Privacy Act of 1974 and other applicable local, state and federal laws, rules, regulations and policies governing student admissions, matriculation and articulation.
8. Computer operations and the use of standard business applications including word process­ing, spreadsheet and database software and other specialized district software applications such as PeopleSoft and document imaging systems.
9. Office administration practices and procedures, including filing and recordkeeping systems.
10. Research methods and procedures applicable to academic records.
11. Business math.
12. Principles and practices of sound business communication.
13. Concepts, practices and techniques of customer service.
14. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

1. Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.
2. Identify issues, evaluate alternatives and reach sound decisions within areas of assigned responsibility.
3. Make arithmetic calculations quickly and accurately.
4. Operate a computer and use word processing, spread­sheet and enterprise software.
5. Prepare clear, concise and accurate records, data entries, reports and other written materials.
6. Communicate clearly and effectively, both orally and in writing.
7. Maintain the confidentiality of department and student records and information.
8. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
10. Establish and maintain effective working relationships with others encountered in the course of work.

### EDUCATION AND EXPERIENCE:

An associate degree and two years of related work experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to student workers and/or temporary staff.

**CONTACTS**

District administrators, faculty, staff, students, other schools, colleges, community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours required on an as-needed basis.