

## College of the Redwoods

## Position Description

Position: Transcript Evaluator	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 115

### **Summary**

Under the supervision of the Director of Enrollment Management, perform complex and responsible clerical duties related to the evaluation of student records to determine acceptance and placement of transferred credits, certification of general education requirements, and eligibility to graduate.

### **Essential Duties and Responsibilities**

#### TRANSFER CREDIT EVALUATION

- In collaboration with academic counselors, determine equivalency of courses taken at other colleges and institutions; check for course repetitions; verify course level, content, unit value, and grading system from college catalogs or through correspondence with other institutions.
- Interpret, apply and explain course evaluation rules, regulations, policies and procedures.
- Assist in the verification of qualified applicants to academic programs and eligibility for intercollegiate sports.

#### GRADUATION AUDITS

- Review and evaluate academic records and transcripts to determine completion of general education requirements and eligibility for graduation
- Collect and post information from academic departments verifying certificate completions.
- Prepare, update and maintain graduation lists; maintain graduation statistics; order diplomas and certificates.
- Serve as a member of the Commencement Committee.
- Maintain database for graduates for on- and off-campus mailings and verifications of completion of degree/certificate requirements.

#### GENERAL RESPONSIBILITIES

- Answer questions and provide technical information and assistance to students, counselors, faculty, staff and others concerning the evaluation of student records and rules, regulations and procedures related to evaluation results.
- Remain current concerning course changes and academic decisions; maintain file of academic policy changes and decisions affecting evaluation and graduation; inform academic counselors and Admissions and Records personnel of these changes.
- Periodically review and revise evaluation forms to reflect changes.
- Prepare and maintain a variety of technical and complex records and files related to evaluation activities and functions; develop and maintain an extensive and comprehensive data base.
- Related duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- Community college policies, evaluation procedures, and graduation requirements
- Procedures and methods involved in the evaluation of student transcripts and records
- College catalogs, course descriptions and content, and course numbering and grading systems.
- Modern office practices, procedures and equipment, including computerized student records systems and standard record-keeping techniques.
- Effective communication skills both orally and in writing; correct English usage, grammar, spelling, punctuation and vocabulary.

### **Abilities**

- Perform a variety of complex and responsible duties related to the evaluation of student records to determine completion of general education requirements and eligibility for graduation
- Perform complete and intricate clerical work with accuracy in a timely fashion.
- Plan and organize work to meet scheduled deadlines and timeframes.
- Perform responsibilities despite many and constant interruptions.
- Maintain accurate, up-to-date records and prepare reports as requested.
- Operate a variety of office machines, including but not limited to a computer, calculator, fax and microfiche.
- Explain rules, regulations and policies in a clear and effective manner.
- Exhibit strong interpersonal communication skills, using tact, courtesy and patience.
- Respond to inquiries in a timely fashion, whether in person, on voice mail, or electronically.
- Work independently with little supervisory direction.
- Work confidentially and with discretion.
- Establish and maintain cooperative and effective working relationships with others.

### **Physical Abilities**

Requires hand-arm-eye coordination to operate a personal computer keyboard to enter data for an extended period of time. Requires visual acuity to recognize works and numbers. Requires auditory ability to carry on conversations and to project voice to small groups. Requires bending at the waist and light lifting.

### **Education and Experience**

Any combination equivalent to an Associates Degree and four years of increasingly responsible experience in general clerical work, including one year in student records and transcripts.

### **Licenses and Certificates**