

ADMISSIONS AND RECORDS EVALUATOR

DEFINITION

Under general supervision, performs complex analytical work involving student records and transcripts; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This class performs complex office responsibilities involved in student records maintenance and evaluation. Evaluates student records, including analysis of transcripts from other institutions, review of Cabrillo College courses for degrees and certificates, and/or transfer to four-year institutions, in accordance with all statutes and college policies regarding awarding appropriate credit.

EXAMPLES OF DUTIES (Illustrative Only)

- Receive and analyze transcripts from other institutions
- Review courses and units completed, verify level, contents, unit value and grading system
- Learn and interpret Admissions and Records policies, such as course repetition, incompletes, applications, residency and registration, and apply them in a variety of procedural situations
- Evaluate all college transcripts for officiality and proper accreditation
- Review coursework for academic equivalencies using various resources including paper and on-line college catalogs, course descriptions/syllabi, correspondence with the institutions involved, articulation agreements, Project ASSIST, and other appropriate reference materials
- Evaluate academic equivalencies and post credit earned at other institutions to Cabrillo College academic records
- Determine units to be transferred to college records from external examinations and military experience
- Assign approved college course substitutions and curricular exceptions, based on district policy
- Contact counseling and other faculty regarding specific equivalency questions or approvals
- Provide course status information to all admitted transfer students
- Provide students with information on units completed, transcript requests, grade point average and admissions and registration requirements and fees
- Provide information and assistance, in person, over the phone, and via the Internet to students, staff and the public related to college functions and District policies, requirements and procedures
- Provide technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, graduation, academic and transfer policies, requirements and procedures
- Assist with registration procedures and related activities
- Perform related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- General knowledge of college or university transcript procedures, grading systems, and course equivalencies
- Operation of microcomputer equipment and various software programs including student information systems, word processing, database management, spreadsheet computer applications software, electronic mail and the Internet
- Techniques for dealing with people of diverse academic, ethnic and socioeconomic backgrounds
- Recordkeeping principles and practices for both computer and paper systems
- Effective customer service techniques and etiquette
- Business mathematics including percentages and decimals
- Correct English usage, including spelling, grammar and punctuation

Skill in and ability to:

- Read, interpret, apply and explain rules, regulations, policies and procedures using sound judgment
- Keyboard with sufficient skill to enter data and produce reports
- Make mathematical calculations with speed and accuracy
- Maintain confidentiality of information
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction
- Operate office equipment including but not limited to microcomputer, computer terminal, printer, calculator, copier and facsimile machine
- Perform specialized clerical/technical duties related to Admissions and Records services
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Create and produce correspondence, reports and procedures documentation independently or with brief instructions
- Communicate effectively both orally and in writing using tact, patience and courtesy
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work

NOTE: Specific positions may require or desire bilingual skill in a designated second language.

Other requirements:

- Sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, as necessary
- Must be willing to work evenings and weekends at on- and off-campus locations, as necessary

QUALIFICATIONS (continued)

Education and Experience:

Any combination of education and experience equivalent to:

Two years of college coursework and two years of work experience related to position's assignments. One year of education may be substituted for one year of experience, and one year of experience may be substituted for one year of education. Experience in college or university admissions and records, specifically transcript evaluation, is desirable.