Employment Opportunity
Admissions & Records Evaluator
CL05-35
Apply by: Thursday, October 20, 2005 at 4:00 p.m.

About the Program
Enrollment services are provided at the Cabrillo College Aptos campus and at the Watsonville Center in south Santa Cruz County. The currently advertised position will perform services at the Aptos campus location, however, this assignment may be relocated to other campus sites as enrollment services require. In addition, an Admissions and Records Evaluator position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under the supervision of the Director of Admissions & Records:
• 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

Two years of college coursework and two years of work experience related to this position’s assignments. **Please Note:** 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.

**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 effectively 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

**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 various campus locations, as necessary

**Desirable:**

- Experience in college or university admissions and records, specifically in transcript evaluation
Salary *$2872 to $3167 per month to start, plus fringe benefits; seven-step schedule to $3851 per month plus employer-paid retirement contribution (PERS). Full time assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary.

How to Apply Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
   - Transcripts from all colleges attended (copies are acceptable) to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
e) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.
Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Thursday, October 20, 2005.  (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

O:\Front Office\New Classified\A&R Evalutor  CL05-35
09/29/05