



## Position Description

Position: Transcript Evaluator	
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 36

### **Summary**

Performs specialized transcript evaluations in providing counselors, academic advisors, and students with accurate and current information regarding the use of courses taken at other higher education institutions. Prepares, complete and forward to the school of transfer a certification of articulated lower division courses for general education including transfer courses taken at other colleges. Performs student graduation checks and evaluates transcripts for acceptability for various college degree and certificate requirements.

### **Essential Duties and Responsibilities**

- Reviews and assesses official transcripts from other educational institutions and verify acceptable accreditation. Researches and reviews reference manuals and state guidelines for course comparability. Reviews high school transcripts and standardized test results.
- Provides counselors, academic advisors, and students with accurate and current information regarding the use and transferability of courses taken at other colleges and universities.
- Posts transferable courses to student's academic record.
- Evaluates graduation petitions for Associate of Arts degree, Associate of Science degree, general education, and certificate petitions. Prepares and mail completed major curriculum and GE guides and degree audits to students.
- Calculates student cumulative data and grade point average, converting data to semester system if prior educational institution operated on a quarter system.
- Performs quality control to educational advising by analyzing potential discrepancies or inconsistencies identified while evaluating degree petitions.
- Explains degree requirements, repeatability policies, etc. Notifies students of evaluation results, advising them of appropriate options to satisfy outstanding requirements, explaining pertinent laws, regulations, policies and procedures, and other degrees and certificates for which they are eligible.
- Interprets College policies, and federal and state codes, providing determinations as to whether exceptions are viable and advising on appropriate processes to request feasible exceptions.
- Conducts reevaluation of degree and certificate petitions at conclusion of each semester, posting degrees and certificates to affected students' academic records in accordance with established policies and procedures.
- Determines student eligibility for general education certification to the California State university (CSU) system. May determine student athletic eligibility.
- Processes non-traditional credit requests that include advanced placement, and course challenges. Evaluates waivers and substitutions.
- Verifies that all core courses and general education courses are completed and that official transcripts are sent to the State Boards for programs culminating in licenses and certificates, such as but not limited to medical and cosmetology fields.
- Determine equivalency of courses taken at other colleges and institutions; check for course repetitions and courses taken out of sequence; verify level, content, unit value and grading system from catalogs or through correspondence with other institutions.



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- Maintain file of academic rulings and policy decisions affecting transcript evaluations and graduation.
- Processes official transcript requests.
- Assists supervisor (through lead transcript evaluator) in developing and implementing new job related systems as needed (e.g., degree audit system).
- Answers personal inquiries and telephone calls from students, staff and the public, and provides technical information and guidance as needed.
- Develops and maintains student records and files.
- Assists other Admissions and Records staff with student enrollment and registration as needed to balance variations in workflow.
- Assists with other student records activities, as needed which may include but are not limited to distributing, collecting and reviewing grade rosters, and assisting with graduation duties.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

- **Knowledge and Skills**

Requires in-depth knowledge of District policies, procedures, graduation requirements, general education, certification, and course contents.

Requires a thorough knowledge of the procedures and methods involved in the evaluation of student records and transcripts.

Requires a working knowledge of the content, layout, and codes used by colleges in catalogs, course descriptions and course numbering systems.

Requires in-depth knowledge of and skill at using computer-aided student information systems.

Requires a working knowledge of applicable District policies and procedures, student recordkeeping and records accountability requirements, California community college curriculum and course evaluation standards, and state and federal education codes.

Requires sufficient language skills to prepare professional correspondence.

Requires sufficient human relations skill to work productively with staff and students, resolve problems, and explain technical and procedural concepts.

Requires sufficient math skills to compute sums, portions, statistics, and ratios.

- **Abilities**

Requires the ability to perform the essential duties of the position related to the evaluation of student records to determine graduation eligibility and certification of general education requirements.

Requires the ability to explain and interpret rules, regulations and policies related to the evaluation of student records.

Requires the ability to conduct research and interpret, analyze, and evaluate student academic transcripts and course work.

Requires the ability to maintain positive working relationships with a diverse population of students, staff and external contacts.

Requires the ability to maintain confidentiality of private and/or sensitive information.

Requires the ability to operate standard office equipment and utilize general and specialized software packages/applications for word processing, spreadsheets, and database maintenance.



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- **Physical Abilities**

Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.  
Requires ambulatory ability and manual dexterity to sit upright, often for long periods of time, to utilize microcomputer and accomplish other desktop work, and to move to various campus locations.  
Requires near visual acuity to read printed materials and microcomputer screen.  
Requires auditory ability to carry on conversations in person and over the phone.  
Requires the ability to retrieve work materials from files.
- **Education and Experience**

An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of student admission/enrollment experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of student admission/enrollment experience.
- **Licenses and Certificates**

May require a valid driver's license.
- **Working Conditions**

Work is performed indoors where some safety considerations are minimal.